

Today's Date:	Candidate Interviewed:
ISGF Recruiter:	Primary Title Seeking:
	Geographic Area Targeted:

CURRENT COMPENSATION

- ☐ Current Base Salary:
- ☐ Current Hourly Rate:
- ☐ Current Bonus:
- ☐ Did you receive your last bonus:
- ☐ If so, how much was it:
- ☐ When was it or will it be paid out:

DESIRED COMPENSATION

- ☐ Minimum acceptable salary:
- ☐ Ideal salary:
- ☐ Do you require benefits:

CURRENT BENEFITS

- ☐ PTO/Vacation Time:
- ☐ Medical / Dental / Vision:
- ☐ 401K:
- ☐ Is there a match:
- ☐ If you resign, will you lose unvested:
- ☐ Life / Supplemental:
- ☐ Additional Package Elements:
- ☐ Education:
- ☐ Relocation:
- ☐ Expenses:
- ☐ Per Diem:

DESIRED BENEFITS

- ☐ PTO/Vacation Time:
- ☐ Medical / Dental / Vision:
- ☐ 401K:
- ☐ Do you require a match:
- ☐ Life / Supplemental:
- ☐ Additional Package Elements:
- ☐ Education:
- ☐ Relocation:
- ☐ Expenses:
- ☐ Per Diem:
- ☐ Other Required Benefits:

WORK ELIGIBILITY / AUTHORIZATION

- ☐ Are you authorized to work any:
- ☐ Type of eligibility:
- ☐ When does it expire:
- ☐ Who holds the sponsorship:

RELOCATON

- ☐ Do you require relocation:
- ☐ Would you consider relocation:
- ☐ How much time needed:
- ☐ Assistance needed:
- ☐ Own / rent a home:

<input type="checkbox"/> What are you doing w/ property:
<input type="checkbox"/> Ever relocated before:
<input type="checkbox"/> Other decision maker involved:
<input type="checkbox"/> School season matter / what about family:
TRAVEL & COMMUTE
<input type="checkbox"/> What % willing to travel out of town:
<input type="checkbox"/> Have you traveled for work in the past:
<input type="checkbox"/> Do you have reliable transportation:
<input type="checkbox"/> Desired commute in minutes each day:
<input type="checkbox"/> Commute more for more pay:
<input type="checkbox"/> Commuted this far in past:
CURRENT EMPLOYMENT
<input type="checkbox"/> Are you currently employed:
<input type="checkbox"/> Name of Current Employer:
<input type="checkbox"/> Month Year Started:
<input type="checkbox"/> Month Year Ended:
<input type="checkbox"/> Reason looking for new position:
<input type="checkbox"/> If layoff, how many affected:
<input type="checkbox"/> If resigned, why before new job:
<input type="checkbox"/> Starting salary:
<input type="checkbox"/> Ending salary:
<input type="checkbox"/> Promoted during tenure:
<input type="checkbox"/> Who was your direct mgr:
<input type="checkbox"/> How did you get this position:
<input type="checkbox"/> Skills acquired/ accomplishments:
<input type="checkbox"/> Top Skill Acquired/ Software Used:
PREVIOUS EMPLOYER 1
<input type="checkbox"/> Name of Previous Employer 1 Employer:
<input type="checkbox"/> Month Year Started:
<input type="checkbox"/> Month Year Ended:
<input type="checkbox"/> Reason for leaving:
<input type="checkbox"/> If layoff, how many affected:
<input type="checkbox"/> If resigned, why before new job:
<input type="checkbox"/> Starting salary:
<input type="checkbox"/> Ending salary:
<input type="checkbox"/> Promoted during tenure:
<input type="checkbox"/> Who was your direct mgr:
<input type="checkbox"/> How did you get this position:
<input type="checkbox"/> Skills acquired/ accomplishments:
<input type="checkbox"/> Top Skill Acquired/ Software Used:
PREVIOUS EMPLOYER 2
<input type="checkbox"/> Name of Previous Employer 2 Employer:
<input type="checkbox"/> Month Year Started:
<input type="checkbox"/> Month Year Ended:
<input type="checkbox"/> Reason for leaving:
<input type="checkbox"/> If layoff, how many affected:
<input type="checkbox"/> If resigned, why before new job:
<input type="checkbox"/> Starting salary:
<input type="checkbox"/> Ending salary:
<input type="checkbox"/> Promoted during tenure:
<input type="checkbox"/> Who was your direct mgr:
<input type="checkbox"/> How did you get this position:
<input type="checkbox"/> Skills acquired/ accomplishments:

<input type="checkbox"/> Top Skill Acquired/ Software Used:
PREVIOUS EMPLOYER 3
<input type="checkbox"/> Name of Previous Employer 3 Employer:
<input type="checkbox"/> Month Year Started:
<input type="checkbox"/> Month Year Ended:
<input type="checkbox"/> Reason for leaving:
<input type="checkbox"/> If layoff, how many affected:
<input type="checkbox"/> If resigned, why before new job:
<input type="checkbox"/> Starting salary:
<input type="checkbox"/> Ending salary:
<input type="checkbox"/> Promoted during tenure:
<input type="checkbox"/> Who was your direct mgr:
<input type="checkbox"/> How did you get this position:
<input type="checkbox"/> Skills acquired/ accomplishments:
<input type="checkbox"/> Top Skill Acquired/ Software Used:
PREVIOUS EMPLOYER 4
<input type="checkbox"/> Name of Previous Employer 4 Employer:
<input type="checkbox"/> Month Year Started:
<input type="checkbox"/> Month Year Ended:
<input type="checkbox"/> Reason for leaving:
<input type="checkbox"/> If layoff, how many affected:
<input type="checkbox"/> If resigned, why before new job:
<input type="checkbox"/> Starting salary:
<input type="checkbox"/> Ending salary:
<input type="checkbox"/> Promoted during tenure:
<input type="checkbox"/> Who was your direct mgr:
<input type="checkbox"/> How did you get this position:
<input type="checkbox"/> Skills acquired/ accomplishments:
<input type="checkbox"/> Top Skill Acquired/ Software Used:
JOB SEARCH STATUS
<input type="checkbox"/> Currently interviewing elsewhere:
<input type="checkbox"/> How many interviews:
<input type="checkbox"/> What stages are they in:
<input type="checkbox"/> Any pending offers:
<input type="checkbox"/> Working with other recruiters:
<input type="checkbox"/> If so, who:
<input type="checkbox"/> Where applied last 6 months:
<input type="checkbox"/> Where applied last 6 months:
<input type="checkbox"/> Where applied last 6 months:
<input type="checkbox"/> Where applied last 6 months:
<input type="checkbox"/> Where applied last 6 months:
<input type="checkbox"/> Where applied last 6 months:
<input type="checkbox"/> Where applied last 6 months:
<input type="checkbox"/> Ever rejected any offers:
<input type="checkbox"/> If so, why:
<input type="checkbox"/> How quickly can you interview:
RESIGNATION
<input type="checkbox"/> Any obligations that prevent resignation:
<input type="checkbox"/> Financial:
<input type="checkbox"/> Personal:
<input type="checkbox"/> Contractual:
<input type="checkbox"/> Education reimbursements:
<input type="checkbox"/> Bonus payouts:

<input type="checkbox"/> Notice period required:
<input type="checkbox"/> What will you do if counter offered:
SCREENING
<input type="checkbox"/> Have you ever been convicted of felony/mis:
<input type="checkbox"/> Can you pass a drug screening:
<input type="checkbox"/> Pass a background screening:
<input type="checkbox"/> Highest education received:
<input type="checkbox"/> Diploma obtained:
<input type="checkbox"/> Can you provide proof:
<input type="checkbox"/> Can you provide references:
<input type="checkbox"/> Last two employers:
<input type="checkbox"/> What will they tell us:
<input type="checkbox"/> Provide Proof of income:
JOB SEARCH CRITERIA
<input type="checkbox"/> What are you looking for:
<input type="checkbox"/> Top 3 motivating factors:
<input type="checkbox"/> Top 3 motivating factors:
<input type="checkbox"/> Top 3 motivating factors:
<input type="checkbox"/> Are you the sole decision maker:
<input type="checkbox"/> Geographic area seeking:
<input type="checkbox"/> Work schedule seeking:
<input type="checkbox"/> Specific title seeking:
<input type="checkbox"/> Size of company seeking:
<input type="checkbox"/> Special work accomodations:
<input type="checkbox"/> Work onsite or remote:
<input type="checkbox"/> What is your current work sched:
<input type="checkbox"/> Desired shift:
<input type="checkbox"/> Preferred employment type:
<input type="checkbox"/> Need sponsorship:
<input type="checkbox"/> Seeking greencard:
<input type="checkbox"/> Company culture seeking:
<input type="checkbox"/> Minimum duration of project:
<input type="checkbox"/> Special skills seeking to obtain:
<input type="checkbox"/> Managerial role needed:
<input type="checkbox"/> Public or private company:
<input type="checkbox"/> Industries preferred:
<input type="checkbox"/> Industries / Co's not preferred:
<input type="checkbox"/> Dress code preferred:
<input type="checkbox"/> Dress code adaptable to:
<input type="checkbox"/> Bus line needed:
<input type="checkbox"/> What won't you accept:
MANAGERIAL EXPERIENCE
<input type="checkbox"/> How many direct reports previously:
<input type="checkbox"/> Management philosophy:
<input type="checkbox"/> Can you handle inhereted team:
<input type="checkbox"/> Handle toxic or underperforming:
INTANGIBLES
<input type="checkbox"/> Preferred technology / tools:
<input type="checkbox"/> What do you like doing the most:
<input type="checkbox"/> What do you like doing the least:
<input type="checkbox"/> What is your Ideal working environment:
<input type="checkbox"/> Prefer team or individual:
<input type="checkbox"/> What are you passionate about:

<input type="checkbox"/> Open to training or education:
<input type="checkbox"/> What are you Looking to get out of next role:
<input type="checkbox"/> Most important to you in next role:
SITUATIONAL / ADDITIONAL DETAILS
<input type="checkbox"/> Resolved conflict with peers:
<input type="checkbox"/> Resolved conflict with managers:
<input type="checkbox"/> Biggest personal achievement:
<input type="checkbox"/> Biggest professional achievement:
<input type="checkbox"/> Ever missed a deadline:
OTHER NOTES / DETAILS COLLECTED
<input type="checkbox"/> What is the best way to communicate with you:
<input type="checkbox"/> Do you mind if I text message you:
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
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SETTING PROPER EXPECTATIONS
<input type="checkbox"/> Let's talk about counter offer issues and why you should never take it
<input type="checkbox"/> It's important you make yourself available for interviews
<input type="checkbox"/> Can I offer you some suggestions on your resume and how we can make it better possibly
<input type="checkbox"/> Please be sure to call me if you get calls for interviews from any other staffing firm or agency
<input type="checkbox"/> Please do not accept an offer from any other firm without at least calling me first, I can help you through it
<input type="checkbox"/> Please call me before you leave for a vacation or extended period of time
<input type="checkbox"/> Please call me every so many weeks just to check in
<input type="checkbox"/> Please call me if any other agency calls you about the same job that I just called you about
<input type="checkbox"/> Please call me if your job search critieria changes at any time
<input type="checkbox"/> Prior to any interview we are going to spend about 30 minutes to ensure that you are prepared for the interview
<input type="checkbox"/> If you update your resume, please send me a revised copy at all times
<input type="checkbox"/> If you go on any interviews, let me know so I can log it and ensure that I'm not marketing you out to the same job
<input type="checkbox"/> We do offer a referral bonus, so if you have any friends or colleagues who need a position, you could earn a bonus
<input type="checkbox"/> If you find a job you're perfect for, call me first as I may already have a relationship witht that client and can get you in the door
<input type="checkbox"/> Have we connected on LinkedIn yet
<input type="checkbox"/> Would you be open to completing some skill assessments so we have them on file, not a pass fail, just may help us
<input type="checkbox"/> Can you complete the employment application I'm going to send you
<input type="checkbox"/> Can you complete the Right to Represent and Background authorization I'm about to send you
<input type="checkbox"/> Is your current company hiring? Can you help me break through and help others get a position there?
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



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