

The 10 Characteristics of a Qualified Vacancy

- ✓ You have taken a detailed job order.
- ✓ Terms of business have been agreed, ideally at full fee!
- ✓ You will get a reasonable reward (fee value) for the time & effort required.
- ✓ The vacancy exists, and has been signed off.
- ✓ The vacancy is URGENT.
- ✓ The candidate exists – i.e. the client has realistic expectations.
- ✓ You have decision-maker contact.
- ✓ Co-operative employer – will return your calls, provide good feedback, interview your candidates, etc.
- ✓ Client is committed to the process, and to YOU. Preferably this involves limiting the competition, e.g. exclusivity, head start on the competition, agreed interview dates prior to sending CVs, etc.
- ✓ Mutual trust and respect.

Comments:

- These 10 characteristics set the conditions for success in your favour and maximise your chances of filling the position. Evaluate every vacancy against the above checklist. If it does not meet your criteria, contact the client and address any deficiencies prior to commencing work on the assignment.
- If you are unable to resolve any of these issues to your satisfaction, you need to ask yourself "is this project worth working on?" Your time may be better spent finding another vacancy to work on.
- Ideally the Job Order should be taken face to face. This gives you the greatest opportunity to influence the above characteristics