



EXECUTIVE SEARCH INT'L, LLC

"Bringing the best...together."

PO Box 864378 PLANO, TX 75086-4378

972-424-4714 • fax 801-881-9376 www.esihbc.com • ED@esihbc.com

Date:		Job Order:					
Recruiter:							
Position/Title			Products/Services				
Firm Name		Address		City		State	ZIP
Company Phone		Cell Phone		Website			
Authorized By		Title		Email Address			
Background Information							
Duties and Responsibilities							
Qualifications needed to get an interview and Special Skills, Education or Training to do the job							
Position Reports To			Phone (O) (C) (H)			Degree Required/Minimum GPA	
Background of last 2 successful people				Why is this position open			
Compensation and Fee							
Internal Search – Critical Hire Date			Who else interviews			How are you doing the job now	
Benefits (Medical- Vision -Dental- + Unique Benefits—401k-- % match –wait time?)							
Base Salary	Low	High	Ideal Starting	Max Starting	Comm/Bonus	Paid When	Stock/Equity
Realistic 1 st yr	Prev Person Earned	Top 10% Earn	Raises – How Often	Usual Amount	Car Allow.	Car (Model/Program)	
Signed Fee Agreement Must Sign & fax to 1-801-881-9376		Fee Quoted \$		Signed by(name-title)		Who gets copies of invoice	
# People in Division		# People in Company		HR Contact		Phone# FAX#	
Territory volume		Co \$ Volume		Sales changes last 3yr		Anticipated growth Why growth	
Hot Buttons							
What four things about Your Company that would attract and sell the right candidate?							
1.				3.			
2.				4.			
What are the four most important things you are looking for in the person you will hire?							
1.				3.			
2.				4.			
Who do should not be called							
What companies should candidates have experience with							
1.				3.			
2.				4.			