

Job Check List

Job	Client		
		Yes	No
Spoken with colleagues – who they know for job or to network from			
Database search & candidate approach			
Linked-In search & candidate approach			
Advertise on internet			
Mail shot to data base search - specific job			
KIT follow up from mail shot / Referrals Calls			
Websearch on internet			
Head hunt			
Completed list and close job off			

Goal is to get 2 interviews per job – this increases the chances of placing the job by 60%.

Candidate Name	CV Sent	Interview Arranged (Yes / No)	Note
Total Results			

Find more of our resources here: www.centredexcellence.co.uk

Contact us to see how we can help you further, call us on **0845 3194838** email us on enquiries@centredexcellence.co.uk