

Great Candidate Checklist - Have I Worked This Candidate Well?

Candidate Name		
Full List of Clients to Market Candidate to. Goal to get 2+ interviews with the right job for candidate.	Yes	No
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Signed clients off with candidate		
Write up profile / format CV		
Talk to team - where else?		
Market out and CV's sent to Companies Identified		
Update candidate and system		
Complete list and close off		

Client	CV Sent	Interview Req	Note