

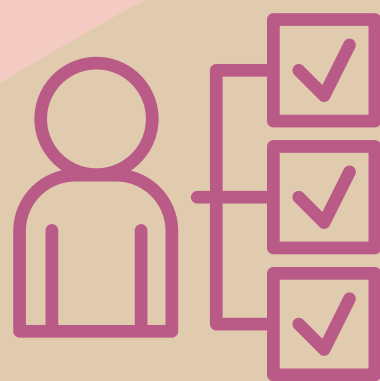
CARRIERA

THINGS TO THINK ABOUT WHEN BRIEFING AN AGENCY

1

Role, duties & responsibilities

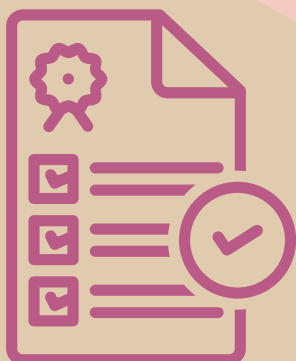
Consider the role to be undertaken and the key duties & responsibilities associated with the position.



2

Background

Explore what you need from your prospective candidate - experience, qualifications, sector-specific knowledge.



3

Timeline

Depending on whether your vacancy is urgent or not will determine if we work for you on a retained or contingency basis.



4

The interview

What will the interview process entail - who will be involved, how many stages will there be, when will interviews be carried out?



5

Any obstacles?

Is there anything that could delay the appointment? Notice periods, holidays, internal approvals and sign off?

