



CANDIDATE SOURCING AND SUBMITTING CHECKLIST

QUESTIONS TO ASK WHILE SOURCING

- ☐ Does the candidate meet all of the Must-Haves?
 - ☐ Does the candidate fall within the years of experience range provided? (if applicable)
 - ☐ Can my candidate explain/demonstrate ways in which he/she meets these requirements?
- ☐ Does the candidate live within commuting distance of the position?
 - ☐ If not, is the candidate willing to relocate?
 - ☐ If relocation assistance is not provided, is the candidate willing to relocate at their own expense?
 - ☐ Does the candidate truly have a strong desire to relocate to the location of the position?
- ☐ Is the candidate willing to travel as much as the position requires?
- ☐ Does the candidate require visa support?
- ☐ Are the candidate's salary expectations within the range provided for the position?
- ☐ Is the candidate satisfied with the overall compensation package?
- ☐ Is the candidate satisfied with the benefits that the employer has stated they will provide?

QUESTIONS TO ASK BEFORE SUBMITTING

- ☐ Have I clearly stated how the candidate meets all of the Must-Haves?
- ☐ Does the candidate's resume clearly demonstrate the ways in which he/she meets these Must-Haves?
- ☐ Is the candidate's resume presentable?
- ☐ Is the resume easy to read?
- ☐ Is the resume an appropriate length? (Employers do not like to read through resumes that are several pages long)
- ☐ Did you send the candidate our video and How-To explaining how to confirm their application?