Candidate Questionnaire - [www.highroadpartnersinc.com](http://www.highroadpartnersinc.com)

*-“Control your destiny or someone else will” – Jack Welch*

We are in receipt of your resume and appreciate your interest in our services. In order to effectively present you to our client companies, we would like some additional information. Our experience is that the items covered in this questionnaire go beyond the information provided in most resumes.

On occasion candidates ask, “Why do I need to answer all of these questions?” The reason is really quite simple. This is about YOU and YOUR CAREER CHOICES. It is critical that we determine how to most effectively present you for opportunities with our client companies.

Thanks again for considering our firm and thanks in advance for your time and attention to the questionnaire.

High Road Partners, Inc.

[www.highroadpartnersinc.com](http://www.highroadpartnersinc.com)

Office: 479-271-0505

***High Road Partners, Inc.***

***Candidate Questionnaire***

Name:

Address:

City/St/Zip:

Phone(s):

Email(s):

Date questionnaire completed:

Instructions: Please read the questions carefully and provide complete answers. If the specific subject matter is adequately addressed in your resume, note with the comment “SEE RESUME”. All information will be held in strictest confidence.

I. Current Position (or most recent position if unemployed)

a. Job Title

b. Describe the primary duties and responsibilities of the position.

c. Do you have any associates reporting directly to you? If so, please list the types of positions and number of direct reports?

d. What is your direct supervisor’s job title?

e. How long have you been in your current position?

f. Describe your most significant accomplishments while in this role. Please focus on measurable results such as profitability, revenue growth, cost improvement, customer service, safety performance, staff development, etc.

g. If you have held other positions with this company, please provide job titles, duties and responsibilities, how long you were in each position, significant accomplishments.

II. Motivation for job change

This is a critically important issue. Potential employers always ask about the candidate’s reasons for wanting to make a job change. (If you are unemployed only respond to question ‘e.’ below)

a. Why are you considering a job change?

b. How long have you been seriously thinking about making a change?

c. What would need to happen for you to decide to remain with your current employer?

d. How would you handle the situation if you accepted another job, resigned and your current employer offered you more money and/or a promotion to stay?

e. If you are unemployed, please provide specific reasons for separation from your most recent position.

III. Previous employers, compensation history and reasons for job changes.

Please provide company name – last position held - reason(s) for job changes prior to your current (or most recent) employment.

IV. Career Goals

a. What is the next step in your career?

b. What might keep you from taking that next step?

c. What sort of compensation package do expect in your next position? (Assume comparable cost of living with your current location.)

d. Are you willing to consider opportunities where the compensation does not meet your expectations? If so, describe the type of situation(s) you would consider and the minimum compensation requirement.

e. Are you willing to relocate? If so, to what states or regions of the country? To what locations would you absolutely not consider relocation?

f. Are there any issues such as non-compete agreements, stock options, bonuses, deferred compensation programs, other financial arrangements or personal circumstances which may impede, delay or otherwise significantly impact making a job change?

V. Describe your search activity over the past 6 months.

a. Are you working with other search firms? If so, how many?

b. ­Is your resume or candidate information posted on internet job boards?

c. Approximately how many positions have you applied for directly? Include job boards, classifieds, personal networking and other sources.

d. Please provide relevant information about interviews, offers and the types of positions for which you have been considered.

Thanks for taking time to complete the questionnaire. We will review this additional information and follow up with you regarding next steps.

Best Regards,

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**Referrals**

Many of our client and candidate contacts come from personal referrals. From time to time, we are likely to have opportunities in markets or industry segments which are closely related to your background and experience but do not meet your career goals and requirements. Would you be willing to recommend potential candidates for such opportunities?

\_\_\_\_ Yes, feel free to contact me for candidate referrals

\_\_\_\_ No, I would prefer not to get involved in candidate referrals.

Additional Information: