



Discovery Process for New Leadership Postings

General Posting Questions:							
Position Title:							
Position Location/ Company Website::							
Link to Apply to Position:							
Brief Description of Position:							
Minimum Qualifications:							
Number of Direct Reports:				Number of Indirect Reports:			
Minimum Education Requirements:							
Reason for Opening:							
How long has the position been open?							
Why has it been so difficult to fill?							
Where have they posted the position in the past?							
Type: (Exempt, Non-Exempt)		(min):		(mid):		(max):	
Relocation:				Sign-on Bonus:			
Hiring manager contact info	Email:				Phone:		
Hours of Position:							
Sourcing Process							
If the position has been filled in the past, what has worked to fill this position (cold calling, emailing an association, posting on Boards, Advertising):							
Description of Ideal Candidate for this Position:							
Does the hiring manager belong to any associations the recruiter can access to source?							
List competitors or companies that would be idea to recruiter from (or not):							
Have you connected with your department to solicit referrals? Is there anyone who previously worked for hiring manager that would be a desirable rehire?							
Interview Process							
Will the hiring manager schedule his/her phone screens and interviews (cc: recruiter on calendar)?							
Will the manager check references (provide reference checking tool, if so)?							
Who will regret candidates once the position is filled?							

If recruiter assists with scheduling:	
How many interviews will a candidate need to complete prior to offer?	
Who will interview the candidate and in what location?	
If there is a panel interview, please list names of all employees to be included? Please list a maximum of four employees to be included on the panel interviews with two alternatives should the schedules conflict.	
Candidate Recruitment Process:	
Why should a top performer want this job?	
What impact will they have on the department and hospital?	
What opportunities for career growth exist?	
What will the successful new hire achieve after 12 months on the job?	
High impact projects:	
Team (turnover rate? Employee engagement metrics?)	
Revenue impact/patient satisfaction scores/physician satisfaction scores/other relevant indicators for your department	
Additional Comments:	