



# Candidate Submission Checklist

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Set expectations up front with your recruiter, so that you are getting everything you need, on each candidate, in one simple step. Share this list with your recruiter and ask them to provide this information alongside each submitted resume.

- Up to date resume
- Link to LinkedIn Profile
- Current travel and overnights
- Current employment status
- Transition notes on any employer changes in last 10 years
- Motive for considering positions
- Candidate concerns (if applicable)
- Earnings history for last three years (optional)
- Stack ranking for last 5 years (if applicable)
- Interest level (1-10)
- Non-compete status (if applicable)
- Availability to interview w/ black out dates
- All notes on candidate that would help me better understand his/her background and fit for this position
- Your (recruiting partner's) opinion of the candidate
- Sense of urgency - if the candidate is interviewing with other companies