

## **Checklist Jobprofile**

Use it as basic information to compose a position profile

The list below doesn't claim to be complete. It provides ideas for what should be agreed upon with the client, when a new vacancy should be filled. The list can be used for any type of business. Some of the questions may not apply, dependent on the size and structure of a company.

### **1. Company questions**

- a) Philosophy, Mission and Vision
- b) Draft the portfolio, business purpose
- c) Legal form
- d) Eventually: organizational information, e.g. L.O.B., business unit or Profit-Center-organization etc.
- e) When was the company founded, who did it
- f) Number of employees, revenue, headquarter location, subsidiaries
- g) Processes employed, e.g. process for order intakes
- h) Market positioning
- i) What sales channels are being used, what will be sold
- j) Is there a work council
- k) Leadership style, company culture, general principles
- l) Average age of all employees

### **2. Product questions**

- a) Draft, what is being offered, products and/or services
- b) Short description of the market, the company is in (sub-segments, comprehensive coverage, type of businesses that are being penetrated)
- c) What are the goals that should be reached in terms of market share or growth rates
- d) What does the competitive situation look like
- e) What is the average volume of a sales pitch (important for sales oriented positions)

### **3. The task**

- a) Job title and job description. What is the main task of that job and the respective responsibilities
- b) Duties, authorizations, competencies
- c) What products and/or markets will the new employee be responsible for
- d) Main purpose of that position, main objectives
- e) Subtasks like project management tasks etc.
- f) Reporting lines, solid or dotted lines, deputy functions
- g) Eventually participation in other functional areas of the company
- h) If it is about sales reps: rather project sales or product sales; Hunter or Farmer; winning new clients or manage existing clients
- i) All areas or sales through partnerships (distributors, dealers, ISVs etc.)
- j) What do the sales areas look like? Is the specific sales area well taken care for or is it a start from scratch?
- k) Who is the preferred person/functional area in a potential customer site to be contacted first?

### **4. The person**

- a) Qualification needed to fit into that slot
- b) Basic education needed
- c) Method and technical competency
- d) Personal and social competency
- e) Proficiency using different types of media (Social media, computer, internet etc.)

- f) Competency in oral and written expression
- g) Ranking all items and weighing (competency matrix)
- h) Promotional perspectives
- i) What are the critical incitencies, how will performance be measured
- j) What is the most critical challenge in that position? What is the biggest expectation?
- k) Are there benchmarks available. CVs from employees that currently are or have been in that position or in a comparable position. Where there any significant problems?

#### **5. Background information (will be different from position to position). IT-positions, exemplary**

- a) What does the technical strategy of the company look like?
- b) What does the actual IT infrastructure look like?
- c) What data basis are being used?
- d) Is there a standardized software development process within the department „software engineering“? If yes, what does it look like?
- e) What programming languages are being used?
- f) What software development tools are being used?
- g) What does the software testprocess look like? What products/tools are being used?

#### **6. Listing of immediate tasks to be performed (adjustment to the new job)**

- a) Short term, right after start date
- b) Long term and ongoing

#### **7. Others**

- a) Compensation and benefits (fix/variable income, company car, insurance, stock options, pension plans etc.). What will be the OTE (on target earnings)
- b) What will be the 100% target (for Sales People)
- c) Social benefits
- d) Entry date
- e) Where located, home office
- f) Perspectives

#### **8. What is the internal process**

- h.) Who is eligible to receive CVs
- i.) What is the preferred media for sending in CVs (E-Mail or yellow mail)
- j.) How many days are usually needed for a decision pro or con
- k.) Providing applications as they arrive or en bloc