



POSITION INFORMATION FORM

1. ORGANIZATION INFORMATION

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|---|--|
| A. Contact name(s) / Title(s) | G. Short and long term strategies |
| B. Organization structure | 1. Acquisition plans / Diversification plans |
| C. Key Executives (background, edu. etc.) | H. Number of employees |
| D. Sales, revenues, earnings (historic, current, projected) | I. Other pertinent company information |
| E. Principal competitors | J. Description of organizational culture |
| F. Competitive position within industry | K. Human Resources internal contact |
| | L. Recruiting packets |

2. POSITION INFORMATION

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| A. Position(s) title | G. What are other responsibilities to be assumed? |
| B. Why position(s) open | H. What are, if any, opportunities for other responsibilities in the future? |
| C. To whom will Incumbent report (name, title, experience, responsibilities) | I. Extent of authority and budget/P&L accountability |
| D. Incumbent's Direct reports and principal associates | J. What problems will Incumbent face? |
| E. Description of Incumbent's Department | K. What are the measures of success for position? |
| F. What are the immediate major challenges? | |

3. IDEAL CANDIDATE INFORMATION

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| A. Education | D. Specific professional requirements |
| B. Experience (type, level & minimum amount) | E. Personal characteristics required for success |
| C. Competencies required | |

4. COMPENSATION CONSIDERATION

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|---|--|
| A. Range of base salary | E. Employment contract//non-compete |
| B. Formula for incentive (short term) comp | F. Fringe Benefits (i.e., healthcare, retirement, car, cell phone, club memberships, etc.) |
| C. Formula for deferred (long term) comp | G. When reviewed (annually, semi-annually) |
| D. Stock Option or other form of equity participation program | NOTE: See CCG Compensation Review Form |

5. RELOCATION POLICY

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|-----------------------------------|-------------------------------|
| A. Real Estate fees-Closing costs | D. Family house hunting trips |
| B. Temporary living expenses | E. Mortgage assistance |
| C. Movement of household goods | F. Home purchase |

6. WORLD OF CANDIDATES

- Likely target organizations
- What should Candidate be doing if in target company
- Which companies are off-limits (due to client's negative bias or for any other reason)

7. INTERVIEW AND SELECTION PROCESS

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|-----------------------------------|-------------------------------------|
| A. Names / Titles of interviewers | D. Who are key decision makers |
| B. Backgrounds | E. Selection process: |
| C. Responsibilities Role of CCG | 1. Role of CCG/HR/Hiring Mgr./Board |

8. COMMUNITY INFORMATION

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|--|---|
| A. City in which position is located | D. Characteristics and attractions of community |
| B. Where do most of his/her fellow executives live | E. Location recruiting package |
| C. Housing facilities | |

