

Questions	Details
<b>POSITION DETAILS</b>	
Name of the role and seniority	
When do we need this person on board?	
Why do we need this person?	
Must-have skills	
Nice-to-have skills	
Project, responsibilities (where the above skills will be used)	
Selling-points (interesting challenges, tasks)	
Recommendation of sources/firms	
<b>THE TEAM</b>	
Manager	
The team (position of this role in the structure)	
<b>THE WORKFLOW</b>	
Remote/on-site work?	
Regular meetings?	
Work hours?	
<b>THE PROCESS</b>	
Who is involved in the process?	
Recruitment task? If yes, is it ready?	
Recruitment stages	
<b>THE FORMALITIES</b>	
Perks package, remuneration, agreements' details	