

**Sending out a candidate to another Member**

1. **Basic Candidate Interview process**
	1. Type out your notes and put them in BullHorn for reference.
	2. Always add candidates resume into BullHorn ASAP
2. **Basic Interview Questions**
	1. Does candidate live in the correct location for the role?
	2. Does the candidate have the proper degree for the role, if required?
	3. Does the candidate have any non-compete agreement?
	4. Motivation, why is the candidate open to reviewing new opportunities at this time?
	5. Review candidate’s tenure, if they have jumped around, ask why?
	6. What are they making currently or in last role? What are they looking for to join a new company? Are they being realistic on those expectations?
	7. Evaluate, how well does the candidate match the job specifications?
	8. If they are a match, pitch the job to them and gage interest.
	9. Ask them why do they think they would be a good fit for the role?
3. **When sending a candidate to another Member for review**
	1. This process is always done within BullHorn
	2. Go to your candidate’s profile and click on “Job Owner Preview” button located at the top of the profile page, its located under the third gray circle.
	3. Type in your candidate pitch to include: Why the candidate is a match for the role, why they are looking to make a move or left last role, any notable accomplishments, current or past compensation, and what they would be looking for to make a move.
	4. Towards the bottom of the page make sure you add the “Job Reference”
	5. Under “Email Notifications” be sure to add the person you want the submission to be delivered to. If you are using another Members login remember to put your name in the message so they know the message is coming from you!
	6. Good luck! ☺
4. The member that receives the candidate should provide feedback within 24 hours of submitting