

# Recruiter's and Manager's Business Case

The Business Case tool is for the recruiter, the manager and the company to gather information that will be needed in the hiring or change process. Additionally, it can communicate the information and give baseline information to the manager they will be working with. The information gathered will help launch the recruit's success in the company. Building the business case for hiring and at the proposed rate also helps bring to focus the cost benefit and expectations. If a roll-in team or office, complete one if the group will be hired as a unit or one for each if hired as individuals.

**Prospective Candidate:** \_\_\_\_\_ Recruiter/Manager \_\_\_\_\_

Current Company: \_\_\_\_\_ Location \_\_\_\_\_

Years in Business: \_\_\_\_\_ Years at Current Company: \_\_\_\_\_

## Production – Last Full Year

Sales Volume - \_\_\_\_\_ Gr. Commissions \_\_\_\_\_ # Sides \_\_\_\_\_ Ave % \_\_\_\_\_

# Listings Taken - \_\_\_\_\_ Ave. Price. \_\_\_\_\_ # Listings Sold \_\_\_\_\_ Ave Price \_\_\_\_\_

Primary Market Areas: \_\_\_\_\_

## Production – Year to Date

Sales Volume - \_\_\_\_\_ Gr. Commissions \_\_\_\_\_ # Sides \_\_\_\_\_ Ave % \_\_\_\_\_

# Listings Taken - \_\_\_\_\_ Ave. Price. \_\_\_\_\_ # Listings Sold \_\_\_\_\_ Ave Price \_\_\_\_\_

Primary Market Areas: \_\_\_\_\_

## Production Questions

Approximately how much of their business is company generated? \_\_\_\_\_

How do they get non-company business – sources and activities? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Desired Change and/or Expectations: \_\_\_\_\_

\_\_\_\_\_

**Current Compensation** – (For salespeople currently with the company seeking a compensation change or with a competitor company – note exceptions.)

Describe their current compensation program: \_\_\_\_\_

\_\_\_\_\_

How long on this program? \_\_\_\_\_ Next Level \_\_\_\_\_ When \_\_\_\_\_

Monthly or Transaction	Their Current	Our Company	\$ Difference
Commission			
Marketing			
Desk			
Leads & Referrals			
Technology			
Membership			
Management			
Usage			
Transaction			
Summary & Totals			

Desired Change and/or Expectations: \_\_\_\_\_

\_\_\_\_\_

Other Information: \_\_\_\_\_

**Motivators and DeMotivators**

What are their greatest needs? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do they want most? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will make them move? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will keep them from moving? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why would this candidate be good for the company? \_\_\_\_\_  
\_\_\_\_\_

Do you have any reservations in hiring them? \_\_\_\_\_  
\_\_\_\_\_

Which office will they join? #1 \_\_\_\_\_ #2 \_\_\_\_\_

What will they need from the manager? \_\_\_\_\_  
\_\_\_\_\_

What will they need in terms of training? \_\_\_\_\_  
\_\_\_\_\_

Do they know they need what you have listed or asked for it? \_\_\_\_\_

Other Information: \_\_\_\_\_  
\_\_\_\_\_

**Return on Investment**

Are there any concessions being offered? \_\_\_\_\_

\_\_\_\_\_

Total upfront cost of the concessions \_\_\_\_\_

Will there be any pending business brought with them? If so, define what is being brought and value to the company and/or risk.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be any listings brought with them? If so, define what is being brought and value to the company and/or risk.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Considering their proposed commission rate, fee schedule and the cost of any concessions, at what point will the company begin seeing a positive return on hiring this person?

\_\_\_\_\_

Do they bring other attributes, skills, market share, a new market or influence to be considered?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have other promises or commitments been made? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other considerations or competitive issues? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

