

Job Order Matrix

	A	B	C	D	E	Score
Difficulty of Search Known availability of candidates	You know the match 5	Internal Match 4	External Probable Availability 3	Specific Surgical Recruiting 2	General Recruiting 1	
Urgency How high is the priority of filling this position quickly	Extreme 5	Critical 4	Average 3	Little 2	None 1	
Exclusivity Who else is trying to fill this position	Total 5	Client will also search 4	One other firm 3	Multiple Firms 2	Everyone 1	
Hiring Cycle Time to process a candidate from first contact to decision	Fast 10 days 5	Good 11-25 days 4	Average 26-45 days 3	Slow 40-60 days 2	Forever Over 60 1	
Salary/Earnings Weight score based on high or low fee %	Over \$100k 5	\$80-100k 4	\$65-80k 3	\$50-65k 2	Less than \$50k 1	
Repeat Business Realistic # of placements w/in the 12 month period	7 or more 5	5 to 6 4	3 to 4 3	1 to 2 2	None 1	
Mutual Cooperation How involved and accessible is the Hiring Manager	Total 5	Takes most calls 4	Must send resume 1st 3	Must go to HR 2	Little or none Not engaged 1	
Fillability How realistic is it to fill - based on the combination of factors	No Problem 5	Easy 4	Average 3	Difficult 2	Extremely Difficult 1	
Completeness How well developed are the job order and descriptions	No JO blanks 5	Some blanks 4	Unsure of answers 3	Sent elsewhere 2	Skeleton 1	
Fee What is the realistic gross fee this job will pay	30%+ of first year comp 5	25-29% first year comp 4	20-24% first year comp 3	Less than 20% but greater than \$12k 2	Below minimum of \$12k 1	
Sub Total:						
Agreement Adjustment (+/-)						
Total:						