

DISCOVERY QUESTIONS

These discovery questions get you started on writing all the organizational documents related to a position. The questions can be posed to the assigned point of contact able to speak to the nature of the role needed. **This worksheet can also be used to organize your own thoughts if you are already aware of the job purpose, outcomes and skills required.**

Once these questions have been answered, the first step in building the role's organizational documents is to start with the KPI scorecard. The job's outcomes extracted through this worksheet are set up in the KPI scorecard.

Ultimately, these questions should follow BANT (budget, authority, need and timeline) guidelines with the utmost clarity in their answers.

MISSION

1. What are you looking for (i.e., job title)?
2. What would be the principal goal of this role?

OUTCOMES

1. What pain points will this role help solve in the business?
2. What would success look like in this role in one month? In three, six, nine months? In a year?
3. What metrics would this role directly manage or ultimately be responsible for?

JOB COMPETENCIES

1. If the role is complex, how much are you willing to train?
2. What characteristics would make a person successful in this role?
3. What would make you fire a person in this role?

CULTURAL COMPETENCIES

1. What is the work schedule (days and time zone)?
2. How can you sell the company to candidates?

ADDITIONAL INFORMATION

1. How is the team this job will be part of structured?
2. Who will this person report to?
3. Is this role new or replacing someone?
 1. Is the person being replaced still at the organization?

OPTIONAL

1. When do you expect the role to be filled?