Guided questionnaire — 38 questions in the catalogue, never 38 asked

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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3 forks · 19 to 31 questions depending on the profile · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The questionnaire is run, not left to be filled in alone**: it chases what is missing and stops when it has nothing useful left to ask.

How many questions by profile

Founder profile	Questions asked	Blocks activated
Service activity, no employees	**19**	Project, founder, calendar, documents
Creation with commercial premises	24	+ premises, occupancy, shop sign
Creation with an employee envisaged	27	+ employment, employer obligations

Founder profile	Questions asked	Blocks activated
Takeover of a going concern	**31**	**+ seller, lease, assets taken over**

The four questions that change the whole file

Question	What it triggers	What it avoids
On what date do you intend to start trading?	**Calculation of the 60-day ACRE cut-off**	**A window lapsing out of the adviser's sight**
What is your current employment situation?	Matching against the official list of qualifying situations	An unexplored avenue of support
Will the activity be carried out in premises you have the right to occupy?	Immediate request for the proof	18 files sent back last year
Do you have a birth certificate or a family record book?	**Immediate request for the certificate of filiation**	**61 files sent back last year**

> **The questionnaire records a situation, it does not qualify it.** « Jobseeker for 8 months » is a recorded answer; writing that this answer opens an entitlement is a finding, and the finding belongs to the adviser, who dates and signs it.

What the adviser receives before the meeting

Element of the write-up	Content
One-page summary	The project in ten lines, in the organisation's vocabulary
Answers ordered	In the exact order of the in-house template
What is missing	**A named list of documents and unanswered questions**

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Element of the write-up	Content
Dates with irreversible effect	**Cut-off calculated, reminder milestones set**
Points to look into	Questions whose answer depends on a qualification or an activity regulation

The questionnaire replayed over the year's 640 files

Measured effect	Result
Certificate of filiation requested at the 1st meeting	**61 files out of 61**
ACRE cut-off calculated	**612 files out of 640**
Files with no start-of-activity date at the 1st meeting	**28 — the date is asked for again, never inferred**

Question to add to the organisation's catalogue: _____

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