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| Client Information | | | Date: Click here to enter text. |
| Client Name: Click here to enter text. | | | |
| Address: Click here to enter text. | | | |
| Phone: Click here to enter text. | | | |
| Web Address: Click here to enter text. | | | |
| Location of Position: Click here to enter text. | | Area of Town: Click here to enter text. | |
| CONTACT INFORMATION | | | |
| Order By: Click here to enter text. | Title: Click here to enter text. | | |
| Phone: Click here to enter text. | Fax: Click here to enter text. | | |
| Email: Click here to enter text. | | | |
| Client Urgency: Click here to enter text. | | | |

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| Position Information | |
| Position Title: Click here to enter text. | |
| Company: Click here to enter text. | Phone: Click here to enter text. |
| Duties and Responsibilities: Click here to enter text. | |
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| Major Problem(s) to be Solved: Click here to enter text. | |
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| Describe a Typical Day: Click here to enter text. | |
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| No. of Supervisors: Click here to enter text. | Size of Dept.: Click here to enter text. |
| Work Schedule: Full Time:  Part Time: | Hours: Click here to enter text. |
| Work week (indicate days): Click here to enter text. | |
| Reports to: Click here to enter text. | |
| Short / Long-Term Results: Click here to enter text. | |
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| Growth Potential (position and salary): Click here to enter text. | |
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| Education: Click here to enter text. | |
| Special Required Skills or Training: Click here to enter text. | |
| Other Requirements: Click here to enter text. | |
| Product or Industry Familiarity: Click here to enter text. | |

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| Hiring Process | |
| Direct Supervisor (name): Click here to enter text. | |
| Title: Click here to enter text. | |
| Direct Phone: Click here to enter text. | Mobile: Click here to enter text. |
| Email: Click here to enter text. | |
| Other Decision Makers: Click here to enter text. | |
| Earliest Interview Date: Click here to enter text. | Earliest Hire Date: Click here to enter text. |
| Hiring Procedure: Click here to enter text. | |
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| No. of Interviews Needed?: Click here to enter text. | |
| Any Testing Required?: Click here to enter text. | |
| Who Will Interview Candidates?: Click here to enter text. | |
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| History of Position | |
| Why is the Position Open?: Click here to enter text. | |
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| No of Candidates Interviewed? Click here to enter text. | Any Offers Extended?: Click here to enter text. |
| Why Weren’t They Hired? Click here to enter text. | |
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| What Have You Done to Fill It? Click here to enter text. | |
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| What Sources are Being Used to Fill Job?: Click here to enter text. | |
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| Company Background Information | |
| Sales Volume $: Click here to enter text. | This Div. $ Click here to enter text. |
| Division of: Click here to enter text. | |
| Product or Service: Click here to enter text. | |
| Competitors: Click here to enter text. | |
| Web site: Click here to enter text. | Years in Business: Click here to enter text. |
| Selling Points: Click here to enter text. | |
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| Business Description: Click here to enter text. | |
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| Compensation and Benefits | | | | | | |
| Salary Range: $ Click here to enter text. | | | | | Bonus: Click here to enter text. | |
| Benefits: | | Insurance – Life | | | Medical: | Accident: |
| Long- term Disability: | | Short-term Disability: | | | | |
| 401K Plan | | Click here to enter text. | | | | |
| Dental: Click here to enter text. | | | | Flex Benefits: | | |
| Vision: Click here to enter text. | | | |  | | |
| Cost: $ Click here to enter text. | | | | Waiting Period: Click here to enter text. | | |
| Other: Click here to enter text. | | | | | | |
|  | | | | | | |
| Vacation: Click here to enter text. | | Sick Days: Click here to enter text. | | | Personal Days: Click here to enter text. | |
| Tuition Reimbursement? | | | Click here to enter text. | | | |
| Special Training? | Click here to enter text. | | | | | |
| Retirement Plan: | | | | | Profit Sharing: | |
| Stock Options: | | | | | | |

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| Placement Agency | | | | |
| Fee Percentage: Click here to enter text. | | | | |
| Will sign agreement Yes | **No** | |  |  |
| Date Agreement Sent: Click here to enter text. | | | | |
| Date Agreement Returned: Click here to enter text. | | | | |
| Comments: Click here to enter text. | | | | |
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| Signed Written Agreement on File?: Yes | | No | | |

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| Official Job Posting / Requisition |
| Description: Click here to enter text. |
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| Skills Required: Click here to enter text. |
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| Education: Click here to enter text. |
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**Office Use Only ( Internal Use)**

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|  | Candidates Submitted | | |
|  | **Date** | **Name** | **Outcome** |
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