|  |  |
| --- | --- |
| 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. |

|  |
| --- |
| 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. |
|  |
|  |
|  |
|  |
| Major Problem(s) to be Solved: Click here to enter text. |
|  |
| Describe a Typical Day: Click here to enter text. |
|  |
|  |
|  |
| 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. |
|  |
| Growth Potential (position and salary): Click here to enter text. |
|  |
| 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.  |

|  |
| --- |
| 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. |
|  |
|  |
| 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. |
|  |
|  |

|  |
| --- |
| History of Position |
| Why is the Position Open?: Click here to enter text. |
|  |
| 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. |
|  |
| What Have You Done to Fill It? Click here to enter text. |
|  |
| What Sources are Being Used to Fill Job?: Click here to enter text. |
|  |

|  |
| --- |
| 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. |
|  |
| Business Description: Click here to enter text. |
|  |
|  |
|  |
|  |

|  |
| --- |
| 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: [ ]  |

|  |
| --- |
| 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. |
|  |
|  |
|  |
|  |
| Signed Written Agreement on File?: Yes [ ]  | No [ ]  |

|  |
| --- |
| Official Job Posting / Requisition |
| Description: Click here to enter text. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| Skills Required: Click here to enter text. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| Education: Click here to enter text. |
|  |
|  |
|  |
|  |

**Office Use Only ( Internal Use)**

|  |  |
| --- | --- |
|  | Candidates Submitted |
|  | **Date** | **Name** | **Outcome** |
|  |  |  |  |
| 1. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 2. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 3. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 4. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 5. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  |  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. |