



PROSPECTUS SENT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

JOB ORDER FORM Order Date: \_\_\_\_\_ Time: \_\_\_\_\_ Taken By: \_\_\_\_\_

StartDate: \_\_\_\_\_ Source: \_\_\_\_\_ Why Using? \_\_\_\_\_

What does your company do? \_\_\_\_\_

Co.Name \_\_\_\_\_ OrderedBy \_\_\_\_\_ Title/Dept \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Report \_\_\_\_\_ Title/Dept \_\_\_\_\_ Telephone \_\_\_\_\_

address \_\_\_\_\_

Directions \_\_\_\_\_

BillingInformation \_\_\_\_\_

JOB DESCRIPTION: Title: \_\_\_\_\_

HOURS/SHIFT/DAYS \_\_\_\_\_ Overtime \_\_\_\_\_ Lunch \_\_\_\_\_

# of positions requested \_\_\_\_\_ (Create Separate Orders for each use)

Specific Duties (3-5 most important if possible) SKILLS/SPEED/ENVIRONMENT

- 1)
- 2)
- 3)
- 4)
- 5)

What type of experience must the person have and how much?

What are the minimum standards including education, for this position?

What is the single most important skill or requirement of this job?

The second?

The third?

Average day for this position.....

Describe the work environment – ie.(Professional Office, Manufacturing)

What Hiring Sources are you using? (Ask 24hrs exclusive).

PI or NPI? What date do you plan to start cand-arrange intv date?

New client –Policy to book site visit for accurate matching – Date/Time:

Dress: Lunch Facilities? Smoking Area?

Temp/Temp to Hire/Direct Hire? Temp Assign. Length: B/ground check or Drug Screen?

Y / N

Pay/Salary: Bill Rate: Benefits:

1stDayCheckTo: By: Date: Time:

Results

Recap

