



Job Order Form

Current Client, or New Client? _____

Company Name _____

Address _____

Contact Information (Phone and Email
Addresses) _____

Employee Name and Title Placing Order _____

Reporting Manager Name and Title for Open Position _____

Overview of Company _____

Position Location (if different than address provided above) _____

Job Description _____

Any Computer Skills/Software Knowledge Required _____

Any Specific Skills/Qualifications Required _____

Personality Traits Desired in Ideal Candidate _____

Level of Education Required _____

Hours/Days for Position _____

Salary Range _____

Ideal Start Date _____



Most Important Qualifications Ideal Candidate Will Possess _____

Who Will Candidates be Interviewing With _____

Who is Involved in Hiring
Decision _____

Who Should Resumes be Sent to? (please provide email address) _____

Ever Worked with Direct Hire Staffing Firm _____

Additional Comments _____
