

**GENERAL INFORMATION:** Name of Company:

Contact:

Contact:

Address:

City: State: Zip Code

Billing Address (*if different*):

Phone Number: Ext.

Fax:

Email Address:

Website:

How did you hear about us?

**POSITION:**

Title: # of Positions: Length: Temp / Temp to Hire / Direct Hire

Why is the position open? How long has it been open?

When will this position being open begin to cause you problems?

Who is doing the job currently? How have you recruited for it? (Ads, Internal Postings, etc.)

Are you currently working with other agencies? Yes / No *If yes, who?*

**JOB DESCRIPTION:**

What will the candidate be required to do while on the job?

Duties/Responsibilities:

Primary Functions/Tasks the employee **MUST** perform:

**OFFICE FUNCTIONS:** - Software: Excel  Word  Lotus  QuickBooks  Peachtree  Access  PowerPoint

Other Software Requirements:

**Working Culture:** Fast Paced/Energetic  Laid Back/Methodical  Multi-Project Oriented

Single Task Oriented  High Profile  Other:

**EXPERIENCE:** Years?

**Education:** High School Diploma  GED  2 year Degree  4 year Degree

**BACKGROUND SCREENING:**

Drug Tests  Criminal (Local  State  National ) MVR  Physicals  Credit Check  Other:

**SELECTION PROCESS:** Send candidate without interview? YES  NO  Report to

**Interview Process:** Best way to get resume to client: Email  Fax  Other:

Who to email/fax resume to:

Who will conduct interviews?

1<sup>st</sup> Round Contact:

2<sup>nd</sup> Round Contact:

Directions for Interview: (Building/Side Entrance/Parking)

**COMPENSATION:** Hourly Salary

If there is a pay range, please define: Low End Qualifications:

Medium Qualifications:

High End Qualifications:

Any bonus structure? Attendance  Safety  Production  Performance  Other:

**Benefits:** Medical  Dental  Vision  Disability  401k  401k Match  % Prescription Plan  Life Insurance  ESOP  Vacation

Holiday ( #) Sick Leave-Paid  Parking Paid  Travel  Other:

**Probationary Period:** (days) Pay Raises/Bonus structure after probationary period? Yes  No

Advancement Opportunities? Yes  No  Notes:

**WORK SCHEDULE:** Start Date of Assignment Days:

Start Time: End Time: Overtime: Yes  No  Mandatory: Yes  No  Breaks: Paid Yes  No

Smoking permitted on premises? Yes  No  Lunch facility on site? Yes  No  Bring lunch? Yes  No  Go out for lunch? Yes  No

Dress Requirements:

**WORKING CONDITIONS:** Personal Protection Required? Yes  No

Provided by Applicant:

Provided by Company:

Environment (Check if Applicable) Inside  Outside  Hazards  Cold  Hot  Wet  Humid  Noisy  Vibrations  Fumes

Dust  Other:

Lifting Requirements (Maximum weight that the candidate will need to lift): pounds

**PHYSICAL DEMANDS: (Typical Work Day)** Never (N)  Occasionally 1-33% (O)  Frequently 34-66% (F)  Always 67-100% (A)

Walking  Standing  (Surface): Kneeling  Crouching  Crawling  Bending  Sitting  Reaching  Climbing

(Ht.): Ft. Pushing  lbs. Pulling  lbs

Repetitive Actions: Feet  Hands  How? Other:

**REQUIRED INFORMATION:**

Will they be operating any type of machinery / tools / equipment / work aides? Yes  No

If yes, what types? Is training provided? Yes  No

Will they be operating: Forklift  Crane  (if so, which type? Overhead, Pendant Controlled, Other?):

Company Vehicle

Other:

If yes, does the client provide training?

***If NO, we are not able to fill this position unless the candidate is tested at their facility prior to starting!***

**Chemical Exposures/Hazards?** Yes  No  If yes, type(s):

Potential Side Effects:

Will the client review the MSDA sheets/Hazard Communications Program with the employee? Yes  No

What safety precautions are taken to prevent an accident?