

EMPLOYEE REQUEST FORM

HIRING MANAGER INFORMATION

Name	Phone/Fax
Department	E-Mail

JOB REQUEST INFORMATION

Position Title	No. of Open Positions		
Start Date	Supervisor		
Assignment Length	Assignment Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Assignment Location	<input type="checkbox"/> Temporary <input type="checkbox"/> Temp-to-Hire <input type="checkbox"/> Direct		
Work Days	Work Hours	Shift: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> Other	
Description of Duties/Responsibilities			
Reason for Opening			

PAY RATE AND BENEFITS INFORMATION

Rate: per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Other	Benefits Offered
Shift Differential	

EDUCATION INFORMATION

Education Required: <input type="checkbox"/> High School <input type="checkbox"/> Vocational/Trade School <input type="checkbox"/> College <input type="checkbox"/> Other	
Necessary Training	Necessary Certifications

SKILLS DESCRIPTION

Skills (list in order of importance)	Req.	Desired	Score	Skills (list in order of importance)	Req.	Desired	Score
1.	<input type="checkbox"/>	<input type="checkbox"/>		4.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>		5.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>		6.	<input type="checkbox"/>	<input type="checkbox"/>	

TRAITS DESCRIPTION

Traits (list in order of importance)	Required	Desired	Traits (list in order of importance)	Required	Desired
1.	<input type="checkbox"/>	<input type="checkbox"/>	4.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	5.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	6.	<input type="checkbox"/>	<input type="checkbox"/>

SELLING FEATURES

1.	4.
2.	5.
3.	6.

