



## Job Requirement

### CLIENT INFORMATION

Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ e-mail \_\_\_\_\_  
Hiring Manager: \_\_\_\_\_ Title/Dept.: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ e-mail \_\_\_\_\_

### OFFICE/TRACKING INFORMATION

Date Opened: \_\_\_\_\_ Sales Person: \_\_\_\_\_  
Date Closed: \_\_\_\_\_ Filled By: \_\_\_\_\_

### JOB INFORMATION/PRICING

Classification: \_\_\_\_\_ Number of Openings: \_\_\_\_\_  
Direct Labor Rate: \_\_\_\_\_ Pricing Method (MU etc.): \_\_\_\_\_  
Start Date: \_\_\_\_\_ Assignment Duration: \_\_\_\_\_ Interview:  Resumes:  Submit:   
Substance Abuse Test:  **YES**  **NO** Background Check? \_\_\_\_\_ Overtime? \_\_\_\_\_ Per Diem: \_\_\_\_\_

### JOB DESCRIPTION (Project Information, Minimum Requirements, Education and Experience)

### NOTES/COMMENTS