

**CLIENT JOB ORDER**

**Date:** \_\_\_\_\_ **Next Steps:** \_\_\_\_\_

**Position:** .....

**Company:** .....

**Department:** .....

**Contact:** .....

**Work Phone:** .....

**Email:** .....

**Address:** .....

**Website:** .....

**Job Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment:** \_\_\_\_\_

**Reason position open:** \_\_\_\_\_

**Direct reports/# in dept.:** \_\_\_\_\_ **Reports to:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_ **Travel?:** \_\_\_\_\_

**Years experience:** \_\_\_\_\_

**Certifications/Education:** \_\_\_\_\_

**Type of organization coming from:** \_\_\_\_\_

**Other qualities in candidate:** \_\_\_\_\_

**Salary range/annual bonus:** \_\_\_\_\_

**Relo paid?:** \_\_\_\_\_ **Hiring bonus:** \_\_\_\_\_

**Posted date:** \_\_\_\_\_ **Fee:** \_\_\_\_\_ **Contract?: Y/N** \_\_\_\_\_

**Target hire date:** \_\_\_\_\_ **Start date:** \_\_\_\_\_

**Other recruiters?:** \_\_\_\_\_ **Interviewing yet?:** \_\_\_\_\_

**Notes:**  
\_\_\_\_\_  
\_\_\_\_\_