The Contract Job Order Form

Very Important: check www.glassdoor.com to see what type of reviews employees have left on the company, department, and/or hiring manager you are recruiting for.

1. **Will this position be contract, contract-to-hire, or direct hire?**
2. **How many people do you need?**

Taking the Contract Assignment Job Order:

- Hiring Manager Name and Title
- Location of the position – Is this an onsite or telecommuting
- Any travel required?
- Hours / Schedule
- Position Title
- What level should this person be? Entry, Mid or Sr?
- Top 3 skill requirements needed for this position – (ask the question, "meaning, Dee, do not send me resume or a candidate unless they have???? (and let the clients fill in the blanks:")
- Type of project(s) will this person be working on
- How large is the team this person will be working on
- Types of emerging technologies they will be working with
- Is there a minimum educational requirement? Are they flexible?
- What is the minimum citizenship status (US Citizen, Green Card, EAD, or H1) – If H1 do they sponsor? (mainly in IT, Engineering, Research, and Finance Industries) (this is for contact to hire and direct hire)
- Is there a specific competitor or company they like to see candidates from? OR that you should not recruit out of?
- Selling points on the position and company
- Copy of the job description
- Bill Rate – What type of budget have you allotted for this position

*****Feel free to ask them to provide you with specific screening questions that's relevant to this position and answers to the questions.*****

Make sure you ask about the version of the technology the contractor needs to have worked with last, and the number of implementations (full cycle, upgrades, migrations, etc).