



## WORK ORDER

p. 519.627.5500  
f. 519.627.7700  
info@requestsolutions.com

<b>Company Information</b>	Company Name:		
	P.O. Box:	Street Address:	
	City:	Province:	Postal Code:

<b>Contact Information</b>	Contact Name:		Position:
	Phone:	Fax:	E-mail:
	Contact Name:		Position:
	Phone:	Fax:	E-mail:
	Name of On-Site Supervisor:		
	Name of Incident Commander:		

<b>Position Description and Requirements</b>	Job Title:	Reporting To:
	Job Description: <i>please see page 2 for questions regarding description &amp; responsibilities</i>	
	Expected Duration:	Hours of Work:
	Shift Requirements:	Days of Week:
	Minimum Work Experience Required in the Field (years):	
	Is this a Supervisory Role?:	Over how many workers?:

<b>Job Description</b>	Please provide a description of this position including qualities the ideal candidate may possess:

<b>Job Responsibilities</b>	Please list all major responsibilities:	% of time spent daily	Importance Level (0-10)



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<b>Job Experience Requirements</b>	Please list all necessary & preferred experience:	<b>Years Experience</b>	<b>Necessary</b>	<b>Preferred</b>

<b>Educational Requirements</b>	Please list all educational requirements & preferences:	<b>Necessary</b>	<b>Preferred</b>

<b>Training and Trade Certification Requirements</b>	Please list all training and trade certification requirements & preferences:	<b>Necessary</b>	<b>Preferred</b>

<b>Pay Parameters</b>	Rate of Pay:	Afternoon Shift Premium:	Midnight Shift Premium:
	Time & half after how many hours?:	Double time after how many hours?:	
	Vacation Pay (%):	Additional Benefits:	
	Benefit Plan?:	Relocation Policy?:	
	Unionized or Non-Unionized Shop?:	Union Affiliation:	



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Understanding Your Needs

Would you like Request to perform any training or testing on successful candidates and if so, what types? \_\_\_\_\_

What are the steps for your final hiring process? (Interviews, Reference Checks, etc.)

- Step #1: \_\_\_\_\_
Step #2: \_\_\_\_\_
Step #3: \_\_\_\_\_
Step #4: \_\_\_\_\_
Step #5: \_\_\_\_\_
Step #6: \_\_\_\_\_

What qualities would make one candidate stand out over another? \_\_\_\_\_

What type of personalities fit in your organizational culture? Why? \_\_\_\_\_

Additional Comments: \_\_\_\_\_