

# 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 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <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.

# EMPLOYEE REQUEST FORM

## INSTRUCTIONS

Please refer to the following instructions to complete the Employee Request Form:

**ASSIGNMENT TYPE** – Indicate the nature of the job position (i.e., temporary, temporary-to-direct hire, or direct placement). Also indicate whether the position is full- or part-time.

**DESCRIPTION OF DUTIES/RESPONSIBILITIES** – Provide a detailed list of the areas of responsibility and duties to be performed. For each duty, provide the approximate percentage of time to be spent. The more complete the description, the more likely staffing agencies will provide you with qualified candidates.

**REASON FOR OPENING** – The reason for a job opening can give staffing firms a clue to the type of candidate that is required. For example, if the opening exists because the previous employee was not familiar enough with Excel, recruiters will know to look for candidates with extensive spreadsheet experience.

**BENEFITS** – List all benefits for which the new employee will be eligible.

**SKILLS DESCRIPTION** – Prioritize and record all of the skills necessary to succeed in the assignment. Include both hard skills (e.g., typing, filing, Word, Lotus) and soft skills (e.g., good communication skills, leadership experience). Indicate whether the skill is required or desired. If applicable, use the Score field to record minimum required test scores or proficiency levels.

<b>Level</b>	<u>Proficiency Description</u>
1	Limited
2	Intermediate
3	Advanced
4	Expert

**TRAITS DESCRIPTION** – Prioritize and record all of the traits necessary to succeed in the assignment. Indicate whether each trait is required or desired. The lists of traits below, developed by MPR, Inc., a Chicago-based consulting firm, may be of use:

### Motivation Traits

Achiever – confident and self-assured; seeks independence  
Competitor – energized by competition; drive to produce  
Mission of Service – service oriented; team player  
Producer – results oriented; seeks objectives

### Mode of Acting Traits

Arranger – uses resources effectively; long range planner  
Cultivator – forward-looking; quality conscious  
Prospector – targets accounts carefully; penetrates accounts  
Strategist – well organized; well-developed planning skills

### Mode of Thinking Traits

Decision Maker – researches and analyzes decisions  
Discerner – sorts the critical from the superfluous  
Innovator – searches for better methods; adaptive  
Values – integrity and honesty; refuses to cut corners

### Mode of Interacting Traits

Assertor – straightforward; opens doors/closes deals  
Communicator – confident speaker; conversationalist  
Motivator – stimulates enthusiasm; utilizes incentives  
Relator – outgoing; promotes harmonious relationships

**SELLING FEATURES** – List all of the features about your company that you wish the staffing agency to present to candidates for assignment (e.g., flexible work hours, sign-on bonus, career development program, free training).

# EMPLOYEE REQUEST CHECK LIST

## 1. HIRING MANAGER INFORMATION

- Name
- Department
- Phone/Fax
- E-Mail

## 2. JOB REQUEST INFORMATION

- Position Title
- Start Date
- Assignment Length
- Assignment Location
- Work Days
- Description of Responsibilities
- No. of Open Positions
- Supervisor
- Assignment Type\*
- Shift
- Work Hours
- Reason for Opening

\*e.g., full or part time, temporary or direct.

## 3. PAY RATE/BENEFITS INFORMATION

- Rate (per hour, week, other)
- Shift Differential
- Benefits Offered

## 4. EDUCATION INFORMATION

- Education Required (high school, vocational/trade school, college)
- Necessary Training/Certifications

## 5. SKILLS DESCRIPTION

- Prioritize and list all of the skills necessary to succeed in the assignment. Include both hard skills (e.g., typing, filing, Word, Lotus) and soft skills (e.g., good communication skills, leadership experience). Indicate whether each skill is required or desired, and record all minimum required test scores or proficiency levels needed.

## 6. TRAITS DESCRIPTIONS

- Prioritize and list all of the traits necessary to succeed in the assignment (e.g., self-motivated, attention to detail). Indicate whether each trait is required or desired.

## 7. SELLING FEATURES

- List all of the features about your company that you wish the staffing agency to present to candidates for assignment (e.g., flexible work hours, sign-on bonus, career development program, free training).



THE MORE DETAILS YOU CAN PROVIDE ABOUT AN EMPLOYEE REQUEST, THE GREATER YOUR CHANCES OF RECEIVING QUALIFIED APPLICANTS. USE THIS CHECKLIST TO MAKE SURE YOU'VE PROVIDED YOUR STAFFING PARTNER WITH ALL THE IMPORTANT INFORMATION.