



## CONFIDENTIAL JOB ORDER FORM

### CLIENT DETAILS

#### INVOICING INSTRUCTIONS

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

#### CLIENT CONTACT INFORMATION

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Website: \_\_\_\_\_

Contact: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell No: \_\_\_\_\_

2<sup>ND</sup> Contact: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell No: \_\_\_\_\_

#### COMPANY INFORMATION

Nature of Business \_\_\_\_\_

Date Company Established \_\_\_\_\_

New Or Existing Business \_\_\_\_\_

Company Reg. Number \_\_\_\_\_

### TERMS AND CONDITIONS OF FEE STRUCTURE

<b>TOWER GROUP TERMS AND CONDITIONS SIGNED</b>	<b>YES</b>	<b>NO</b>
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**JOB DESCRIPTION**

**JOB TITLE :**

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	<b>Tasks, Duties and Responsibilities</b>	<b>% of total working time</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

<b>COMPUTER SKILLS</b>	
<b>Package</b>	<b>Level of Competency (Basic, Proficient, Expert)</b>
1	
2	
3	
4	
5	

**Remuneration Package**

<p>1 Annual Salary: _____ _____</p> <p>2 13<sup>th</sup> Cheque / Bonus: _____ _____</p> <p>3 Commission: _____ _____</p> <p>4 Incentive: _____ _____</p> <p>5 Medical Aid: _____ _____</p>	<p>6 Pension / Provident Fund: _____ _____</p> <p>7 Group Life Scheme: _____ _____</p> <p>8 Other: _____ _____</p> <p>9 When will the first salary review take place _____ _____</p> <p>10. Notes _____ _____</p>
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**Competencies required:**

<b>1</b>	_____
<b>2</b>	_____
<b>3</b>	_____
<b>4</b>	_____
<b>5</b>	_____
<b>6</b>	_____
	_____

**Qualifications and Experience sought:**

**1** \_\_\_\_\_

**2** \_\_\_\_\_

**3** \_\_\_\_\_

**4** \_\_\_\_\_

**5** \_\_\_\_\_

**6** \_\_\_\_\_

**Staff supervision :**

**Total staff :**

<b>Titles:</b>	<b>Qualifications:</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	

Which of the following checks and clearances do you require Tower to undertake on short-listed candidates?

Credit Check	<b>YES</b>	<b>NO</b>	<b>Comment:</b>	_____
Criminal Check	<b>YES</b>	<b>NO</b>	<b>Comment:</b>	_____
Education Verification	<b>YES</b>	<b>NO</b>	<b>Comment:</b>	_____
ID Verification	<b>YES</b>	<b>NO</b>	<b>Comment:</b>	_____
Drivers License	<b>YES</b>	<b>NO</b>	<b>Comment:</b>	_____

**WORKING ENVIRONMENT**

Open plan or own office? \_\_\_\_\_

Smoking Facilities \_\_\_\_\_

Working hours \_\_\_\_\_

Overtime requirements \_\_\_\_\_

**OPPORTUNITIES**

1 What is the next step for the person filling this position?

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2 What long term opportunities are associated with this position?

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3 What makes your company a leader in their market sector?

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4 What differentiates your company as a good place to work?

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**INTERVIEW INFORMATION**

Who will the candidate report to: **Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_

What is the interviewing process? (how many, by whom, how long each, tests)

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Who is the ultimate decision-maker?

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When you interview, what kind of questions do you ask?

**1** \_\_\_\_\_

**2** \_\_\_\_\_

**3** \_\_\_\_\_

**4** \_\_\_\_\_

**5** \_\_\_\_\_

**6** \_\_\_\_\_

**7** \_\_\_\_\_

**8** \_\_\_\_\_

**9** \_\_\_\_\_

**10** \_\_\_\_\_

How would you describe your company's brand image?

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When in the interviewing process will you make an offer?

<b>1<sup>ST</sup> INTERVIEW</b>	<b>2<sup>ND</sup> INTERVIEW</b>	<b>3<sup>RD</sup> INTERVIEW</b>
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Will psychometric testing be undertaken? \_\_\_\_\_

**POSITION AVAILABILITY STATUS**

Why is this position available?		
How long has the position been open?		
How many candidates have been interviewed to date?		
Describe the candidate you have preferred so far		
Why didn't you hire him/her?		
Do you have more interviews scheduled?	<b>YES</b>	<b>NO</b>
Have you short-listed?	<b>YES</b>	<b>NO</b>
What is holding the process up?		

**URGENCY**

What other recruitment sources are you using (other agencies/advertising/internal candidates etc.)?

\_\_\_\_\_

Why is the current employee leaving?

\_\_\_\_\_

Do you require a handover period and for how long?

\_\_\_\_\_

Generally, a candidate must give 1 – 4 weeks' notice, this means that in order for you to have the person on board in time, an offer will have to be made by

\_\_\_\_\_

Would you consider employing a temporary assignee to keep the work up-to-date until a permanent appointment is made?

\_\_\_\_\_