Candidate Submittal: [Candidate Name] for [Job Title]

Confidential. Submitted by [Agency or Recruiting Team] to [Client / Hiring Manager] on [Date] under [terms of business / staffing agreement dated Date]. This candidate has given permission to be presented for this role. Please do not share outside the hiring team.

ROLE AND CANDIDATE

Job title

Job order / requisition number

Location and work arrangement

Candidate name (or candidate reference if presented anonymously)

Current or most recent title and type of employer

Current location and commute or relocation

Date candidate gave right to represent

WHY WE ARE SUBMITTING THIS CANDIDATE (3 TO 5 LINES)

Recruiter summary: the two or three strongest reasons this person fits, and anything the client should probe

FIT AGAINST REQUIREMENTS (ONE ROW PER MUST-HAVE FROM THE JOB ORDER)

Requirement 1: [from job order]

Evidence (where, how long, scale, result)

Meets?

☐ Exceeds ☐ Meets ☐ Partly meets ☐ Does not meet (explained above)

Requirement 2: [from job order]

Evidence

Meets?

☐ Exceeds ☐ Meets ☐ Partly meets ☐ Does not meet (explained above)

Requirement 3: [from job order]

Evidence

Meets?

☐ Exceeds ☐ Meets ☐ Partly meets ☐ Does not meet (explained above)

Nice-to-haves the candidate also brings

LOGISTICS

Pay expectation (and whether it fits the stated range)

For temp or contract: proposed bill rate

Notice period / earliest start date

Shifts or schedule the candidate can work

Work authorization

☐ Authorized, no sponsorship needed ☐ Requires sponsorship ☐ Confirm at offer stage

Interview availability (next 5 business days)

Other active interviews or offers

SCREENING COMPLETED

Recruiter interview: date and format

Skills assessment and result (name of test, score, benchmark)

Licenses or certifications verified

References

☐ Not yet ☐ Available on request ☐ Completed: summary attached

Motivation for the move (in the candidate's words)

ATTACHMENTS AND NEXT STEP

- ☐ Resume attached (formatted, personal contact details removed)
- ☐ Assessment report or work sample attached

Requested next step

☐ Phone interview ☐ Video interview ☐ On-site interview ☐ Working interview / trial shift

☐ Start assignment

Please reply with feedback by

Recruiter name, phone and email