Job Order

Complete with the client contact while taking the order, then send a copy back for confirmation. One job order per position and site. Orders are worked under the [staffing agreement / terms of business] dated [Date].

ORDER DETAILS

Job order number

Date and time order received

Taken by (recruiter / account manager)

Order type

☐ Temporary ☐ Temp-to-hire ☐ Contract ☐ Direct hire / permanent ☐ Event or one-day

Priority

☐ Urgent: start within 48 hours ☐ Standard ☐ Pipeline / future need

Exclusive to our agency?

☐ Yes ☐ No: other agencies working it ☐ Unknown

Reason for need

☐ Seasonal or volume increase ☐ Leave or absence cover ☐ Backfill for a leaver
☐ New position ☐ Project ☐ Other

CLIENT AND CONTACTS

Client company

Ordering contact name, title, phone, email

Hiring manager / on-site supervisor (if different)

Timesheet approver

Billing contact and PO number

Who can approve interviews and offers

POSITION

Job title

Number of openings

Main duties (what the person will actually do in a shift)

Equipment, software or machinery used

Physical requirements (lifting, standing, temperature, PPE)

FLSA status

☐ Non-exempt (hourly) ☐ Exempt (salaried)

☐ Job description attached

SCHEDULE AND DURATION

Start date and report time

Expected end date or length of assignment

Shift days and hours

Meal break length and whether paid

Overtime expected?

☐ No ☐ Occasionally ☐ Regularly: approx. hours per week

Who approves overtime

REQUIREMENTS

Must-have skills or experience (maximum 5, job-related)

Nice-to-have skills

Licenses or certifications required

Language requirements and level (only if needed for the job)

Skills tests to run before submittal

Pre-assignment checks required by the client (background check scope, drug screen panel, E-Verify, other)

Who pays for checks

☐ Included in bill rate ☐ Billed to client at cost ☐ Billed per agreement

Workers previously placed who should not be resubmitted (do-not-return list)

PAY AND BILLING

Pay rate (or salary range for direct hire)

Bill rate / markup

Overtime bill rate

Shift differential or premiums

Placement or conversion fee (per agreement)

Pay range disclosed in job posting (where required by law)

Benefits offered (direct hire)

WORKSITE

Worksite address

Where to park and which entrance to use

Who the worker reports to on day one

Dress code and PPE (who provides it)

Site safety orientation provided by client

☐ Yes: length and timing ☐ No: agency to provide

Public transit access

☐ Yes ☐ Limited ☐ No

PROCESS AND CONFIRMATION

Interview process

☐ No interview: agency selects ☐ Phone or video interview ☐ On-site interview

☐ Working interview

Client feedback commitment (hours or days)

Agency submittal deadline

☐ Client contact confirmed details

Confirmation sent to client (date)

Order status

☐ Open ☐ Partially filled ☐ Filled ☐ On hold ☐ Cancelled by client

☐ Lost to another supplier