

## Candidate Profile Form

<b>Date Initiated:</b>	<b>x-x-xx</b>
<b>Client Company:</b>	<b>xxxx</b>
<b>Contact Name:</b>	<b>xxxx</b>
<b>Phone:</b>	<b>xxxx</b>
<b>FAX:</b>	<b>xxxx</b>
<b>E-Mail:</b>	<b>xxxx</b>

<b>Position title:</b>	xxxx
<b>Date needed:</b>	xxxx
<b>Number of openings:</b>	x
<b>Type (contract, contract-to-hire, or full-time regular):</b>	xxxx
<b>Location (on-site, or off-site, or a combination of both):</b>	xxxx
<b>Duration of assignment (if contract):</b>	xxxx
<b>If contract or contract-to-hire, hourly bill rate ranges recommended:</b>	xxxx
<b>If full-time regular salary</b>	xxxx
<b>Description of position/project needs (including audience):</b>	<ul style="list-style-type: none"> <li>• xxxx</li> <li>•       xxxx</li> <li>• xxxx</li> </ul>
<b>Years of experience required in field of expertise:</b>	xxxx
<b>Skills/working experience required:</b>	<ul style="list-style-type: none"> <li>• xxxx</li> <li>• xxxx.</li> <li>• xxxx</li> <li>• xxxx</li> <li>• xxxx</li> </ul>
<b>Authoring tools/software required:</b>	xxxx
<b>Computer equip. available:</b>	Yes           No
<b>Office space available:</b>	Yes           No
<b>Academic requirements:</b>	xxxx
<b>Special requests:</b>	Resumes to: xxxx Interviewing methods: xxxx
<b>Submit resumes via:</b>	E-mail           FAX           Either