A-1 QLS Job Order Form

Line or Hiring Manager: _____ ***Source of Order:*** _____ _____

Company Information

Name:_____ Ordered by:_____ Date:_____

Website:_____ Title:_____

Company Size: # of Employees:_____ Phone:_____
           Revenue ($M):_____ Fax:_____

Year Founded:_____ E-mail:_____

Products/Services:_____ What agencies are you working with?_____
_____

What else can you tell me about your company?_____
_____

How long have you been with this company?_____ What is your background?_____

How is your department structured?_____

Why were you attracted to this company?_____

Industry:
Company Ownership: Public: _____   Priv: _____   Non-Prof. _____   For. _____

Company Culture:_____ Competitors:_____
_____ _____

List of 5 direct Competitors or like industry companies, that has background of similar
person?_____

What makes a person successful in this company?_____
_____

Position Responsibilities?_____
       Job Title (Functional Role):_____

Job Description:_____
_____

Technical Skills: _____

Responsibilities:

Supervisory Responsibilities? Yes _____ No _____   Working Hours:_____ Relocation?   Yes_____ No_____
      # of subordinates:_____

Why is position open?_____ Travel %: _____ Dress Code_____

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How long has it been open?_____   How is the work completed now?_____

Who will this person report to? _____   Do they share your thoughts on hiring for this position?_____

Title:_____   Yes_____   No_____

May we speak to this person?_____   Contact info:_____

Candidate Background/ Requirements

Education:_____   Professional Skills_____

Experience_____   Software_____

Preferred Companies:_____   Languages:_____

Desired Personality Type:_____

Compensation

Salary:_____Bonus:_____   Review: 3 Mo.___6 Mo.___9 Mo.___12 Mo. _____

Is there a midpoint range? Yes_____No_____   Typical Salary Increase at Review: _____

What is your maximum salary?_____   Tuition Reimbursement?   Yes_____No_____

Is there a sign on bonus?   Yes____No_____   Benefits:

Have you made offers?   Yes____No_____   Medical?_____Dental?_____
                                              Vision? _____401K?_____
What is the incumbent making?   Stock?_____
        Contact Info: Vacation:_____Holidays:_____

                                              Career Growth Opportunities:_____

Three Keys to Success

1.

2.

3.

Hiring Process

What is your hiring process?_____   How soon would you like someone to start?_____

_____   Who will make the final hiring decision?_____

Who else is involved in the hiring process?   What is the hiring manager's background?_____
Name:_____Phone #:_____
                                              What else have you done to fill this position?_____
Name:_____Phone #:_____
                                              Are there internal candidates?   Yes____No_____

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Name:_____Phone #:_____

Are you using other sources to fill this position? Yes_____No_____

May I speak to them? Yes_____No_____

Terms

Fee Terms: %:_____Flat Fee:_____

Guarantee Period:_____days

Invoice Amount:_____

Fixed Price Projects:
How many people are doing the same work? Per load?   _____

How many loads per day? Per week? Per Month?   _____

Storage trailers loading and Unloading?   _____

How many units per trailer?   _____

What types of trailers? 20', 40', 53'?   _____

What type of Units? Describe content? Loose, Bundled, etc.?
_____. Do we unbundle the bundles.

Do the units need labeling? On the inbound or outbound process? _____

Stack on pallets? Pallet racks? Dog or tiger cages?   _____

Do you unload rims, tubes (in boxes)?   _____

Other value added services:

Audit for manufacture defects.   _____
Box building (large pallet size boxes).   _____
Forklift support   _____
Tire inflation, inspection, assembly   _____

WMS:
Batch code, Bin location, Dale code, Lot code, Pallet ID#, Receive data, Serial #, status, weight.