

JD's Initials: _____ **JOB ORDER FOR AYCE** Date: _____

Position: _____ Rate of Pay: _____

of Positions Available: _____ Positions Available When: _____

Initial Contact(s) at Workplace: _____

Company: _____ Intersection: _____

Address: _____

Phone #: (_____) Fax #: (_____)

F/T hours _____ P/T hours _____ Shiftwork _____

Advertised: **yes/no** Where: _____ How long: _____ Interest: **HOT** **WARM** **COOL**

Skills Seeking: _____

Post on Job Board: **Yes** or **No** Date to be Posted _____ Date to be Removed _____

Third Party Liability: Yes: _____ No: _____

Workplace Safety Coverage (WSIB or alternative): Yes _____ No: _____

Federal Business Number: _____

Written Job Description provided: Yes No

Policies in place: Procedures Manual Equity and Diversities

Critical Factors for Job Success

- dress code Driver's License customer service skills speed on the job
- allergy alert? dust fumes other: _____ hand-eye coordination multiple tasks to complete
- able to handle routine work sitting work standing lifting _____ lbs very busy periods
- high noise level Literacy level required: _____ Equipment/Machinery: _____
- interaction with people teamwork describe current staff _____
- predominantly male staff predominantly female staff work with different supervisors
- Other _____

Things that will get the candidate fired (pet peeves, no-no's): _____

