



**STAFFING REQUIREMENTS**

Fax: 703-506-1223 Phone: 703-506-1222

Req. #: \_\_\_\_\_ Priority: \_\_\_\_ Date: \_\_\_\_\_ Contact: \_\_\_\_\_ Job Category: \_\_\_\_\_  
 CLIENT: \_\_\_\_\_ Title: \_\_\_\_\_ Environment: \_\_\_\_\_  
 ALLTECH Contact: \_\_\_\_\_ Rec. Mgr.: \_\_\_\_ Phone: \_\_\_\_\_ Target Start Date: \_\_\_\_\_  
 Funded: Y/N \_\_\_\_ Exclusive: Y/N \_\_\_\_ Fax: \_\_\_\_\_ Search Status: \_\_\_\_\_  
 Tel. Presen ok: Y/N \_\_\_\_ Best call times: \_\_\_\_\_ Other: \_\_\_\_\_ Hire Process: \_\_\_\_\_  
 Money: Temp \_\_\_\_ Perm \_\_\_\_ T-P \_\_\_\_ Fee \_\_\_\_ Address: \_\_\_\_\_ Related JO's: \_\_\_\_\_  
 \$ Goal: \_\_\_\_\_ Temp min. \_\_\_\_\_ mo. City/State/Zip: \_\_\_\_\_ Job Location: \_\_\_\_\_  
 \$ Max.: \_\_\_\_\_ Temp Possible \_\_\_\_\_ mo. Alt. Contact: \_\_\_\_\_ Position #: \_\_\_\_\_  
 Ideal Pay Rate: \_\_\_\_\_ Alt. Phones: \_\_\_\_\_ Category: \_\_\_\_\_

Position/Title: \_\_\_\_\_ # Needed: \_\_\_\_\_ Project Description: \_\_\_\_\_

**TECHNICAL: MANDATORY**

**TECHNICAL: DESIRABLE**

**PERSONAL FIT:** (Image, style, location, degree, citizen, pager, attitude, ability to learn, determination, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ORGANIZATIONAL FIT:** \_\_\_\_\_

Day-to-Day Activities: \_\_\_\_\_

Why Someone Should Want This Job: \_\_\_\_\_

Question to Ask and Answers: 1 \_\_\_\_\_

2 \_\_\_\_\_

NOTES: \_\_\_\_\_