

Job Requisition Form

Request for Recruitment



Please fill out one form per job position request. A full job description or a comprehensive list of duties and responsibilities must be submitted with this form.

Company Name: _____ Date: _____
 Contact Name: _____ Phone: _____
 Hiring Manager: _____ Phone: _____
 Open Position Title: _____ Requisition No. _____
 Compensation Range: _____ - _____ Bonus Eligible? Yes No Commission? Yes No
 Other Compensation Details: _____

Check all services required.

Service	Includes	Cost	Details
<input type="checkbox"/> Full Service Recruitment Package	<ul style="list-style-type: none"> ✓ Design hiring approach ✓ Create posting ✓ Post position ✓ Customized database search ✓ Screen and filter resumes ✓ Screen applicants via phone ✓ Schedule and conduct in-person interviews ✓ Evaluate candidates and select final candidate(s) ✓ Extend and negotiate offer 	15% of annual base salary	<p><u>Cancellation policy</u> Within 14 days of requisition form submittal - \$1,500 cancellation fee Between 15 and 28 days after requisition submittal - \$2,500 cancellation fee More than 29 days after requisition submittal - full-service fee required.</p> <p><u>Our guarantee</u> If a new hire terminates <u>prior to</u> 90 days of service, Tandem HR will continue the search at no additional fee. If an employee <u>terminates</u> after 91-180 days, Tandem HR will <u>back fill</u> the position at 12% of annual base salary.</p>
<input type="checkbox"/> Search & Screen	<ul style="list-style-type: none"> ✓ Design hiring approach ✓ Create posting ✓ Post position ✓ Customized database search ✓ Screen and filter resumes ✓ Screen applicants via phone ✓ Check references ✓ Prepare candidate submittal 	\$75 per hour + cost of ad(s)	<p><u>Advertising rates*</u>: check all desired options</p> <ul style="list-style-type: none"> <input type="checkbox"/> CareerBuilder\$285 <input type="checkbox"/> LinkedIn (based on location).....\$199-499 <input type="checkbox"/> Craigslist\$0-75 <input type="checkbox"/> Indeed.....\$50-250 \$50 (~6 candidates); \$250 (~33 candidates) <input type="checkbox"/> Glassdoor\$199 <input type="checkbox"/> ZipRecruiter Boost\$199 <input type="checkbox"/> Monster\$249
<input type="checkbox"/> Advertisement Placement	<ul style="list-style-type: none"> ✓ Create posting ✓ Post position 	\$75 flat fee + cost of ad(s)	<p><input type="checkbox"/> Check here to auto-renew your ad(s) if position is still available after ad expiration.</p> <p><small>*Price is for 30 days of posting unless otherwise noted. A quote for specific time period and geographic regions can be provided upon request.</small></p>

Add access to the Applicant Tracking System to the recruiting options checked above (\$30 per listing per month + \$549 one time set-up fee).

I would like access to the Applicant Tracking System only (\$30 per listing per month + \$549 one time set-up fee).

Please sign and return to Tandem HR.

Type/Print Name

Signature