

Recruitment Job Order Sheet

Job Information

Job Title

Enter job title

Department

Enter department

Reports To

Enter supervisor/manager

No. of Positions

Employment Type

Full-time / Part-time / Contract

Location

Enter location

Job Description

Enter job description

Key Responsibilities

List key responsibilities

Qualifications

Enter required qualifications

Skills & Competencies

Enter skills & competencies

Salary Range

Minimum

e.g. \$40,000

Maximum

e.g. \$60,000

Other Information

Working hours, benefits, etc.

Requested By

Name

Requester name

Position

Position

Date