

EMPLOYER JOB POSTING QUESTIONNAIRE

First Name: _____ Last Name: _____

Phone: _____ Company Name: _____

Email: _____ Website: _____

Address: _____ City, State, Zip: _____

Preferred Method of Contact: (circle one) Email Phone

How Did You Hear About Us? _____

JOB POSTING INFORMATION:

1. Job Title: _____

2. Job Type (circle one): Full-Time Part-Time Temporary Contract Seasonal

3. Schedule/Hours: _____

4. Education/Training/Certification Required: _____

5. Years of Experience Required: _____

6. Computer Skills/Software Required: _____

7. Language Skills Required: _____

8. Pay Scale/Salary Range: _____

9. Do you offer employer benefits? Yes No

- If yes, what type? _____

10. Application materials required: Resume Cover Letter Letter(s) of Reference Portfolio

11. Preferred application method and point of contact:

➤ *If applicable, please attach or submit a job description.*