

Job Order Highlights		Date:	
Job Title:	Location:	Relocation Offered:	
Company Name:	Direct Supervisor:	Company Size:	
Salary (Wants to Pay):	Salary (Will Pay):	Degree:	
Job Description Highlights & Review		Time Spent:	
Job Sizzle		Time Spent:	
Company Sizzle		Time Spent:	
Company Reviews		Time Spent	
Glassdoor Rating:	Facebook Rating:	BBB Ratings:	News Articles
Glassdoor Comments:	Facebook Comments:	BBB Comments:	Dates & Comments:
Key Skills Required. (Minimum 3)		Company Competition	Similar Job Titles
1.		1.	1.
2.		2.	2.
3.		3.	3.
4.		4.	4.
5.		5.	5.
Key Points of Interest on Direct Supervisor		Time Spent:	
Boolean Search Strings (Minimum 3)			
1.			
2.			
3.			
4.			
5.			

LinkedIn Sourcing		Total Time Spent on LinkedIn:			
First & Last Name of Candidate		Bullhorn #			
1.		#	Parsed	Emailed	Phone VM
2.		#	Parsed	Emailed	Phone VM
3.		#	Parsed	Emailed	Phone VM

Bullhorn Sourcing		Total Time Spent on Bullhorn:			
First & Last Name of Candidate		Bullhorn #			
1.		#	Parsed	Emailed	Phone VM
2.		#	Parsed	Emailed	Phone VM
3.		#	Parsed	Emailed	Phone VM

Monster Sourcing		Total Time Spent on Monster:			
First & Last Name of Candidate		Bullhorn #			
1.		#	Parsed	Emailed	Phone VM
2.		#	Parsed	Emailed	Phone VM
3.		#	Parsed	Emailed	Phone VM

Indeed Sourcing		Total Time Spent on Indeed:			
First & Last Name of Candidate		Bullhorn #			
1.		#	Parsed	Emailed	Phone VM
2.		#	Parsed	Emailed	Phone VM
3.		#	Parsed	Emailed	Phone VM

Google Sourcing		Total Time Spent on Google:			
First & Last Name of Candidate		Bullhorn #			
1.		#	Parsed	Emailed	Phone VM
2.		#	Parsed	Emailed	Phone VM
3.		#	Parsed	Emailed	Phone VM

Posted to External Sites (Position Location, Location, Sizzle, Call to Action)			Time Spent:	
LinkedIn	Facebook	Twitter	Instagram	
ISGF	Reddit			

Notes:

Team Member Signature:

Leader Signature: