

### **Job Discovery Information**

Upon receiving a new job from a Client, we suggest scheduling a time to speak with a hiring contact to obtain the below information, if you do not already have it (i.e., a job description). This information should be saved in the Job's Company/Description Section on Crelate.

1. Client Name and Location (Note: A Client may have multiple divisions, locations, etc.)
2. Date
3. Open Position(s) Title
4. Main Client Point of Contact
  - a. Name
  - b. Contact Info
  - c. Title
5. About the Position
  - a. Job Description?
    - i. If so, please request and send to PRG&Me Success Manager
  - b. Preferred Start Date?
  - c. Salary Range?
  - d. Benefits Package?
  - e. Role "Must Haves"?
  - f. Hiring Timeline?
  - g. Company Hiring Process?
6. About the Client Company:
  - a. Number of Employees?
  - b. Number of Offices?
  - c. Company Culture?