

Employer Profile

We match you to the right job Candidate

Step 1. Download PDF Version to your laptop or computer.

Step 2. Fill out form to the best of your ability.

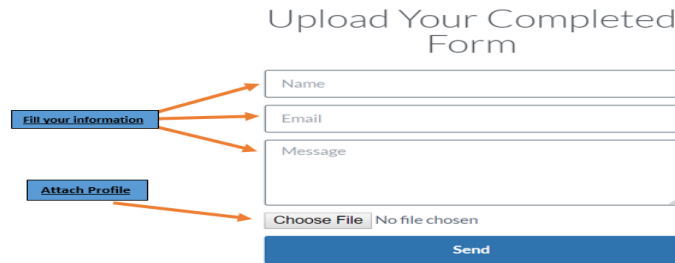
Step 3. Save Form after you fill it out.

Step 4. Check Form – To make sure it is filled out

Step 5. Attach File and add your information below. (PICTURE BELOW)

Step 6. Send Profile – We will respond in 48 hours

Upload Your Completed Form



Name

Email

Message

Choose File No file chosen

Send

Follow the “Check List” Below

- Introduction
- Job Requirements
- Job Functions

■ Introduction

Name of Company: _____

Your name: _____

Your email address: _____

Street Address: _____

City Name: _____

State: _____

Zip Code: _____

Your Current Job Title: _____

■ Job Requirements

Job title: _____

Job Description (1 to 2 points to describe day-to-day task within job)

1. _____

2. _____

Start Shift Time - _____ – End Shift Time - _____

Starting Pay: _____ Per Hour

Click all days Employee will be working:

- | | | |
|----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday | |
| <input type="checkbox"/> Tuesday | Friday | |

Access to public Transport within two blocks from location (Circle One)

- Yes
- No

Hiring Methodology (Circle One)

- Direct
- Temp to Hire

Education Requirement

| | | |
|---|--|---|
| <ul style="list-style-type: none"> ▪ G.E.D. | <ul style="list-style-type: none"> ▪ Certificate Needed Name of Certificate (Below) | <ul style="list-style-type: none"> ▪ Bachelor's Degree |
| <ul style="list-style-type: none"> ▪ High School Diploma | <ul style="list-style-type: none"> ▪ Associated Degree | <ul style="list-style-type: none"> ▪ Master's Degree |

Job Functions

Type of Business (Check only one box)

| | | |
|--|--|--|
| <ul style="list-style-type: none"> ▪ Retail | <ul style="list-style-type: none"> ▪ Corporate Office | <ul style="list-style-type: none"> ▪ Food Service |
| <ul style="list-style-type: none"> ▪ Manufacturer | <ul style="list-style-type: none"> ▪ School | <ul style="list-style-type: none"> ▪ Hospitality |
| <ul style="list-style-type: none"> ▪ Distribution/Warehouse | <ul style="list-style-type: none"> ▪ Non-Profit | <ul style="list-style-type: none"> ▪ Sports Venue |
| <ul style="list-style-type: none"> ▪ IT/Computer Base | <ul style="list-style-type: none"> ▪ Landscaping | <ul style="list-style-type: none"> ▪ Animal Service |

What Type of Employment (Check all boxes that apply)

| | | |
|---|---|--|
| <ul style="list-style-type: none"> ▪ Full Time | <ul style="list-style-type: none"> ▪ Internship (NON-PAID) | <ul style="list-style-type: none"> ▪ Internship (PAID) |
| <ul style="list-style-type: none"> ▪ Part-Time | <ul style="list-style-type: none"> ▪ Seasonal/Temp | <ul style="list-style-type: none"> ▪ Freelance/Consulting |

Job Specifics (Check all boxes that apply)

| | | |
|---|--|---|
| <ul style="list-style-type: none"> ▪ Sitting 75% of the time | <ul style="list-style-type: none"> ▪ Ability to Lift 50 lbs. | <ul style="list-style-type: none"> ▪ Knowledge of Microsoft Word |
| <ul style="list-style-type: none"> ▪ Standing 75% of the time | <ul style="list-style-type: none"> ▪ Ability to operate Machinery | <ul style="list-style-type: none"> ▪ Mathematical Skills (add, subtract, etc.) |
| <ul style="list-style-type: none"> ▪ Working in non-air-conditioned area | <ul style="list-style-type: none"> ▪ Ability to work a 40-hour week | <ul style="list-style-type: none"> ▪ Ability to work overtime |
| <ul style="list-style-type: none"> ▪ Walking 75% of the time | <ul style="list-style-type: none"> ▪ Ability to answer phones | <ul style="list-style-type: none"> ▪ Ability to work an 8-hour day |

■ Job Characteristics

Select the scenario that best describes the characteristic you are looking for in an employee. (Click one of two options for all 20 statements)

| | | | | | |
|---------|---|--|----|--|---|
| Example | I am looking for a reliable employee | | OR | | I am looking for an employer who communicates well. |
| 1 | Looking for an individual with great listening skills. | | OR | | Looking for an individual that can follow specific written directions. |
| 2 | Looking for an individual that can pay attention to details and verify the correctness or error in a process and alert management when out of sync. | | OR | | Looking for an individual that can understand when a process is out of sync and takes initiative to overcome the issue. |
| 3 | Looking for an individual that is a great team player. | | OR | | Looking for an individual that is internally focused and completes all of the work singularly. |
| 4 | Looking for an individual that is motivated from within oneself and stays focused at the task at hand. | | OR | | Looking for an individual that is a good worker and sometimes needs to be encouraged. |
| 5 | Looking for an individual that thrives with a large number of details, information, or numbers to get the job done. | | OR | | Looking for an individual that thrives with reading or writing information to get the job done. |
| 6 | Looking for an individual that has the ability to adapt traditional processes into new applications or devise new approaches to an existing task. | | OR | | Looking for an individual that can follow existing processes without deviation and focuses at the task at hand. |
| 7 | Looking for an individual that has the ability to maintain a rational and objective demeanor when faced with stressful or emotional situations. | | OR | | Looking for an individual that realizes when a situation needs a sense of urgency and displays emotion to get a task completed. |
| 8 | Looking for an individual that excels in a demanding environment where winning is critical. | | OR | | Looking for an individual that is willing to put forth extra effort to get the job done. |
| 9 | Looking for an individual that excels working with a wide range of people and demands a high level of service to the customer. | | OR | | Looking for an individual that prefers to work by themselves. |
| 10 | Looking for an individual that has the ability to effectively hear, understand, and follow directions without question to accomplish a task. | | OR | | Looking for an individual that can understand instructions and we are willing to provide extra guidance or training to accomplish a task. |
| 11 | Looking for an individual that is comfortable with “juggling many balls in the air at the same time”, meaning that they can multi-task. | | OR | | Looking for an individual that is singularly focused on a task or job until completion. |

| | | | | | |
|----|---|--|----|--|---|
| 12 | Looking for an individual that can focus on getting the job done without extra oversight. | | OR | | Looking for an individual that can get the job done, and we are willing to provide extra reminders or guidance. |
| 13 | Looking for an individual that has strong “people orientation”. | | OR | | Looking for an individual that has strong “task orientation”. |
| 14 | Looking for an individual that can advocate or speak for oneself when feeling overwhelmed or confused. | | OR | | Looking for an individual that is quiet in nature and may need to be approached by management. |
| 15 | Looking for an individual that thrives on following documented or learned procedures without deviation. Alerts management when others are not following a stated procedure. | | OR | | Looking for an individual that thrives on following documented or learned procedures without deviation. Keeps to themselves when others are not following a stated procedure. |
| 16 | Looking for an individual that has the self-ability to stay the course in times of difficulty and remains motivated to accomplish the goal. | | OR | | Looking for an individual that is willing to assist the team in time of difficulty when asked to do so. |
| 17 | Looking for an individual that has the ability to make practical, common sense decisions in challenging situations without needing direction. | | OR | | Looking for an individual that has the ability to understand when a situation is out of sorts and takes initiative to alert management for direction. |
| 18 | Looking for an individual that can be decisive and take fast action in situations where a process is out of sync. A self-sense of urgency. | | OR | | Looking for an individual that is open to being instructed to add a sense of urgency and is willing to speed up the pace to accomplish a task. |
| 19 | Looking for an individual has a high sense of “can do” attitude as the current environment is ever changing. | | OR | | Looking for an individual is very consistent as the current environment is very static in nature. |
| 20 | Looking for an individual has the self-motivation to improve oneself or identify a process for improvement that they work in. | | OR | | Looking for an individual that can receive constructive feedback on how to improve from others. |

We will use this information above to match the company you work for to the right employees who are motivated and qualified to do this job! We will be sending an email out in the next 48 hours to notify you that we received your application. In addition, once we have qualified candidates we will be sending another email.

Thanks Again!

From your Teachability Team!