

The following is designed to assist you to prepare a position description or survey. This document will help you to understand what you are looking for in a new employee. It can also be utilised to provide consistent information to all applicants.

Position Survey

Company or Organisation Name:	
Main Recruitment Contact Name:	
Phone:	
Email:	
Fax:	
Title of Position:	
Date Assignment Commenced:	

Company General Information:

Company or Organisation Name:	
Address:	
Phone:	
Email:	
Fax:	
Brief History of Organisation:	
Products and Services Offered:	
Product and Service Delivery Outlets:	
Number of Employees:	
Turnover (If Available):	
Relationship with Other Companies, Subsidiaries, etc	
Management Style:	

Position Data

Position Title:	
Job Description Overview:	
Position Title:	
Responsible to:	
Responsible for:	

Hours required:	
Location:	
Formal qualifications required:	
Minimum experienced required:	
Training provided:	
Main duties and responsibilities:	

Remuneration Information

Base salary scale:	
Additional bonus or commissions:	
Allowances:	
Frequency of salary review:	
Superannuation:	
Health insurance:	
Car or car allowance:	
Estimate of total package:	

Applicant Profile

List the ideal qualifications for the position:	
1.	
2.	
3.	
4.	
5.	

List the ideal experience & industry background for the position:	
1.	
2.	
3.	
4.	
5.	

List the ideal skills and abilities for the position:	
1.	
2.	
3.	
4.	
5.	

List the ideal personal attributes for the position:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	