# Company Details

Company: Click or tap here to enter text.

Primary Recruiter *(email address)*: Click or tap here to enter text.

Hiring or Direct Manager *(email address)*: Click or tap here to enter text.

Report goes to *(email address)*: Click or tap here to enter text.

# Candidate Details

Name: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

 [ ]  Internal Candidate[ ]  External Candidate

Comparison candidate name(s)\*: Click or tap here to enter text.

*\*If applicable. Please send one form for each candidate being assessed.*

# Assessment Details

Use dropdown menus where provided:

Assessment: Choose an item.

Level of Assessment: Choose an item.

 [ ] Post-call [ ]  Pre-call\* [ ]  Pre-selection survey
\*Pre-calls may impact timing of the evaluation due to scheduling logistics.

# Role Details

# Please list the role under consideration (selection assessment) or current role (developmental assessment).

Position: Click or tap here to enter text.

Organizational Function: Choose an item.

Position Level: Choose an item.

Number of Direct Reports: Choose an item.

# Additional Information (if applicable)

Billing information *(purchase order number, department codes, reference codes, etc.)*: Click or tap here to enter text.

Notes *(special requests, schedule details, pre/post-call attendees, etc.)*: Click or tap here to enter text.