



HEALTHCARE JOB REQUISITION FORM

Client Intake • Candidate Sourcing • Recruitment

Thank you for partnering with CareBridge Connect Recruitment Agency. Please complete this form for each open position. The information provided will guide our recruitment team in sourcing, screening, and presenting candidates who closely match your requirements.

1. CLIENT INFORMATION

Organization / Facility: _____	Department: _____
Hiring Manager: _____	Title: _____
Email: _____	Phone: _____
Facility Location: _____	Best Contact: ☐ Email ☐ Phone ☐ Text

2. POSITION DETAILS

Position Title: _____	# of Positions: _____
Position Type: ☐ Permanent ☐ Temporary ☐ Temp-to-Hire ☐ Contract ☐ Per Diem	Employment: ☐ Full-Time ☐ Part-Time ☐ Per Diem
Opening: ☐ New Position ☐ Replacement	Desired Start Date: _____
Urgency: ☐ Immediately ☐ 1–2 Weeks ☐ Within 30 Days ☐ Flexible	Reason for Opening: _____

3. SCHEDULE & COMPENSATION

Shift: ☐ Day ☐ Evening ☐ Night ☐ Overnight ☐ Rotating	Start: _____ End: _____
Days: ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐ Su	Hours/Week: _____ Weekend: ☐ Yes ☐ No
On-Call: ☐ Yes ☐ No Holiday: ☐ Yes ☐ No	Overtime: ☐ Yes ☐ No
Pay Rate / Salary Range: _____	Pay Type: ☐ Hourly ☐ Salary ☐ Per Diem
Shift Differential: ☐ Yes ☐ No Bonus: ☐ Yes ☐ No	Benefits: ☐ Medical ☐ Dental ☐ Vision ☐ PTO ☐ 401(k)

4. LICENSES, CERTIFICATIONS & EDUCATION

Required License: ☐ RN ☐ LPN/LVN ☐ CNA ☐ HHA ☐ PT ☐ PTA ☐ OT ☐ COTA ☐ SLP ☐ Other	State: _____
License Status: ☐ Active ☐ Unencumbered ☐ Compact Accepted ☐ Other	Minimum Experience: _____
Certifications: ☐ BLS ☐ ACLS ☐ PALS ☐ CPR ☐ CPI ☐ Specialty ☐ Other	New Graduate: ☐ Yes ☐ No
Education: ☐ HS/GED ☐ Certificate ☐ Associate ☐ Bachelor's ☐ Master's ☐ Doctorate	Preferred Experience: _____

5. CLINICAL / PROFESSIONAL REQUIREMENTS

Primary Setting / Specialty: ☐ Acute Care ☐ LTC ☐ SNF ☐ Rehab ☐ Home Health ☐ Hospice ☐ Behavioral Health	Other: _____
☐ Pediatrics ☐ Geriatrics ☐ Med-Surg ☐ ICU ☐ ED ☐ OR ☐ L&D; ☐ Other	Specialty Required? ☐ Yes ☐ No

Required Clinical Skills: 	Years Required: _____
Primary Responsibilities: 	Additional:

6. IDEAL CANDIDATE PROFILE

Top 3 Must-Have Qualifications

1. _____
2. _____
3. _____

Professional Traits: ☐ Compassionate ☐ Dependable ☐ Professional ☐ Strong Communicator ☐ Team Player ☐ Leadership ☐ Detail-Oriented ☐ Adaptable

Preferred Qualifications

1. _____
2. _____
3. _____

Culture Fit: ☐ High Priority ☐ Preferred ☐ Not Applicable

7. LANGUAGE REQUIREMENTS

Language Required: ☐ None ☐ English ☐ Spanish ☐ Haitian Creole ☐ French ☐ Portuguese ☐ Other

Level: ☐ Conversational ☐ Fluent ☐ Bilingual

Language Notes / Patient Population:

Other:

8. BACKGROUND, COMPLIANCE & WORK AUTHORIZATION

Background Check: ☐ Yes ☐ No **Drug Screen:** ☐ Yes ☐ No **Fingerprinting:** ☐ Yes ☐ No

References: ☐ Yes ☐ No

TB / Physical / Immunizations:

Work Authorization: ☐ Required ☐ Not Required

Other Compliance Requirements:

Sponsorship: ☐ Yes ☐ No

9. INTERVIEW PROCESS

Interview Method: ☐ In Person ☐ Phone ☐ Video

Rounds: _____

Primary Interviewer: _____

Expected Decision: _____

Interview Turnaround: ☐ Same Day ☐ 1–2 Days ☐ 3–5 Days ☐ Other

Preferred Interview Date: _____

Anything specific to assess?

Hiring Manager Contact:

10. CANDIDATE SUBMISSION REQUIREMENTS

Please Include: ☐ Resume/CV ☐ Candidate Summary ☐ License Verification ☐ Certifications ☐ References ☐ Availability ☐ Salary Expectations

Initial Candidates:
☐ 1–2 ☐ 3–5 ☐ 5+

Candidate Presentation Preference: ☐ Email ☐ ATS ☐ Other

Priority: ☐ Urgent ☐ High ☐ Standard

11. RECRUITMENT PRIORITIES

Most Important Selection Factor:

☐ Experience ☐ Education ☐ License/Certification ☐ Availability ☐ Compensation ☐ Personality/Culture Fit ☐ Specialty Experience

Will you consider transferable experience?

☐ Yes ☐ No

Automatic Disqualifiers:

Other Screening Notes:

12. CANDIDATE ATTRACTION

What makes this opportunity attractive to candidates?

Why should a candidate choose your organization?

13. ADDITIONAL POSITION INFORMATION

Additional Requirements / Special Instructions:

Uniform / Dress Code:

Parking / Location Notes:

Equipment / Technology Used:

Orientation / Training:

14. CLIENT AUTHORIZATION

Hiring Manager Name: _____

Date: _____

Signature: _____

Requisition #: _____

By signing, I confirm the information provided represents the current requirements for this position and authorize CareBridge Connect to recruit candidates based on these specifications.

CAREBRIDGE CONNECT RECRUITMENT AGENCY
Where Talent Meets Care

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info@carebridgeconnect.org
www.Carebridgeconnect.org

15. CAREBRIDGE CONNECT — RECRUITER USE ONLY

Requisition #: _____	Date Received: _____
Recruiter: _____	Priority: ☐ Urgent ☐ High ☐ Standard
Target Candidate Submission Date: _____	Client Contact Confirmed: ☐ Yes ☐ No

SEARCH & SCREENING NOTES

Search Strategy / Keywords: _____ _____ _____ _____ _____ _____	Target Candidate Profile: _____ _____ _____ _____
Screening Questions: 1. _____ _____ 2. _____ _____ 3. _____ _____	Client-Specific Must-Haves: _____ _____ _____

CANDIDATE TRACKING

Candidates Sourced: _____	Candidates Submitted: _____
Interviews Scheduled: _____	Offers: _____
Position Filled: ☐ Yes ☐ No	Date Filled: _____
Recruitment Fee: _____	Invoice / Placement Notes: _____

CareBridge Connect — connecting exceptional healthcare talent with organizations that care.