

Order/Scheduling Request Form & Candidate Information



Please complete and email with resume, job description, and PRI to: Scheduling@Q4Solutions.com

Date: _____ Submitted by: _____
Company Name: _____ HR Partner _____ Recruiter _____
Division/Portfolio Company Name: _____ P.O. # _____

CANDIDATE NAME:

EMAIL & PHONE:

AVAILABILITY:

This is an EXTERNAL candidate being considered for this role.

This is an INTERNAL employee being considered for selection in this role.

This is an INTERNAL employee going through this assessment for developmental purposes only in his/her current role. Current role is:

ROLE/POSITION (please do not use abbreviations or acronyms):

What verifications do you need about this candidate?

Strengths:

Concerns:

Describe any outstanding behaviors observed during the interviewing process.

Additional Comments about this Assessment

Are there any deadlines we should be aware of? (We will do our best to meet these based upon availability.)

ADDITIONAL SERVICES (charges apply):

Development Feedback Call Development Feedback Report Coaching Card

Please Note: Your Organization's Leader and Q4 Solutions' Account Manager have established who is authorized to receive candidate information, including to whom the written report is delivered. If this candidate or role requires special handling (e.g., high level role, highly confidential within your organization, closely guarded candidate name, or assessments for an incumbent's role), the following information is required. Note that candidates' names are usually listed on our invoices. Please email us if you have any questions.

THIS ASSESSMENT IS CONFIDENTIAL. The following information is required:

All communication about this candidate, including delivery of the written report is restricted to:

Invoice as usual Invoice separately and send to:

For assistance, please call: **314-678-5679**

All orders received after 3:00pm (CT) are considered to be submitted the following business day.