**Hiring Mandate Brief: [Client Name]**

Date: [Insert Date]

Business Manager: [Insert Name]

Project Start Date: [Insert Date]

Turn Around Time: ( Insert number of days]

**1. Client Information:**

Location: [Insert Client Location]

Point of Contact: [Insert Client Contact Person’s Name, Designation, and Contact Details]

Contract Duration: [Insert if relevant]

Cost Per Hire:

**2. Hiring Requirements:**

Job Title(s): [Insert Job Titles for Hiring]

Number of Positions: [Insert Number of Positions]

Employment Type: [Permanent/Contract/Temporary]

Job Location: [Insert Job Location(s)]

Department: [Insert Department or Function]

Job Level: [Entry/Mid/Senior-Level]

Trade/Specialization/Branch: [Insert Trade or Branch]

Gender: [Male/Female/Any]

Open to Hire Local Candidates: [Yes/No]

Open to Hire from Other States: [Yes/No]

OJT Period (if any): [Insert Duration of On-the-Job Training]

**3. Job Description & Specifications:**

Key Responsibilities: [List the main duties]

Required Skills/Experience:

- [Insert Key Skills and Experience Levels]

- [Any technical/soft skills required]

Educational Requirements: [Insert Educational Qualifications]

Certifications: [Insert Certifications Required]

Compensation Range: [Insert Salary/Compensation Details]

Working Hours: [Insert Work Hours if relevant]

Provision of OT: [Yes/No]

Food Facility: [Yes/No, Insert Details]

Incentive: [Insert Incentive Structure if any]

**4. Timeline & Priority:**

Project Kickoff: [Insert Start Date]

Expected Completion: [Insert Expected Completion Date]

Priority Level: [High/Medium/Low]

Critical Deadlines: [Insert if there are any specific deadlines]

**5. Screening & Selection Criteria:**

Screening Requirements:

- Pre-screening interview: [Yes/No]

- Assessment tests: [Insert if any]

Shortlisting Criteria:

- Years of experience, skills, etc.

Client Interview Process:

- [Insert Interview Steps (e.g., Number of Rounds, Mode of Interview)]

**6. Logistics and Facilities:**

Uniform: [Yes/No, Insert Details]

Boarding/Lodging: [Yes/No, Insert Details]

- Remarks: [Insert if any]

Transportation: [Yes/No, Insert Details]

- Remarks: [Insert if any]

**7. Reporting & Communication:**

Regular Updates Frequency: [Insert (e.g., Daily/Weekly)]

Update Mode: [Insert Mode: Email/Call/Portal]

Team POC for Delivery Team: [Insert Name]

Alternate Contact No.: [Insert Alternate Contact Number]

**8. Other Requirements:**

Mandatory Requisite: [Insert Mandatory Skills/Conditions]

Salary / Stipend Cycle: [Insert Payment Cycle]

Prefer Institute/College/University: [Insert if applicable]

Preferred Industry: [Insert Preferred Industry]

Preferred Organization/Company: [Insert Preferred Companies]

Remarks if any :