# **Talent Fair – Employer Diagnostic Form**

Please complete this form to help us better match your company with the right talent at the fair.

## **🏢 Company Information**

* **Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Contact Person (Name & Role):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Company Website (if available):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Company Location (City/Area):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Industry/Field:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **📖 Company Description (2–3 Sentences)**

Tell us briefly about your company — what you do and what makes your business unique:

## **📢 Job Opening Overview**

* **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **# of Positions Available:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Work Type:** ☐ Full-time ☐ Part-time ☐ Internship
* **Work Mode:** ☐ Onsite ☐ Remote ☐ Hybrid
* **Expected Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Contract Type:** ☐ Permanent ☐ Fixed-Term ☐ Casual

## **✍️ Job Summary**

Brief description of the role’s purpose (2–3 lines):

## **🧩 Key Responsibilities (List 4–6 main tasks)**

## **Ideal Candidate Profile**

* *Age:*
* *Gender* :
* *Location: ,*

## **Skills & Requirements**

**Experience Level Required:**  
 ☐ Trainee  
 ☐ Entry-Level  
 ☐ Mid-Career  
 ☐ Senior-Level

**Education Level Required (if any):**

**Technical/Professional Skills Needed (e.g., software, certificates):**

## **💼 Behavioral & Social Skills**

**What qualities do you want this person to have?** (Check all that apply)  
 ☐ Positive attitude  
 ☐ Team player  
 ☐ Self-motivated  
 ☐ Reliable  
 ☐ Good time manager  
 ☐ Adaptable  
 ☐ Takes initiative  
 ☐ Customer-friendly

☐ others

**Work Environment & Social Aspects:**  
 Who will they work with? (Supervisor, team, customers?) What’s the workplace like?

## **🎁 What You Offer**

* **Salary Range (Monthly):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Benefits/Perks:** (Select all that apply)  
   ☐ Transport allowance  
   ☐ Meals/Lunch  
   ☐ Health insurance  
   ☐ Training/Development  
   ☐ Commission or Bonuses  
   ☐ Flexible schedule  
   ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Working Hours (e.g., 9am–5pm, Shift work):**

## **📌 Additional Notes (Optional)**

Any extra info you'd like to share?