**Report format for labour externalization Recruitment companies (Monthly Deployment report)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/n** | **Name** | **Pass port** | **Sex** | **Age (in Years)** | **Job Tittle** | **District of Birth** | **Marital Status** | **Company** | **Country of Destination** | **Year of Externalization** | **Duration of Contract** | **Status of Contract** | **Monthly Salary** | **Next of Kin** | **NOK Contacts** |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

All data variables should be captured properly in excel spreadsheets for easy analysis of data, and production of summary statistics to inform sectoral policy, planning and decision making.