

Recruitment Assistance Form

Please Contact for Assistance or Return Form To:

Michael Gutierrez	(713) 590-2669	<a href="mailto:michael.gutierrez@wrksolutions.com">michael.gutierrez@wrksolutions.com</a>
Niki Lewis	(713) 590-2622	<a href="mailto:niki.lewis@wrksolutions.com">niki.lewis@wrksolutions.com</a>
Laura Okoroji	(713) 590-2612	<a href="mailto:laura.okoroji@wrksolutions.com">laura.okoroji@wrksolutions.com</a>
Kendrea Roberson	(713) 590-2624	<a href="mailto:kendrea.roberson@wrksolutions.com">kendrea.roberson@wrksolutions.com</a>

Job Posting Assistance Information

Assigned To:  Business Consultant  Staffing Specialist  Other: \_\_\_\_\_ Dated Posted: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

JPID: \_\_\_\_\_ Career Office: \_\_\_\_\_

Occupational Category: \_\_\_\_\_ Job Title: \_\_\_\_\_

Additional Information (Optional): \_\_\_\_\_

May we help you by contacting the customer directly?  Yes, Please!  No, Thank You.

Please let your customer know that they can expect to hear from a specialized recruiter!

Reason for Recruitment Request

Hard to Fill  Targeted Industry  No WIT Matches  No Walk-in Traffic

Other: \_\_\_\_\_

For Internal Use Only

Date Received: \_\_\_\_\_ Approved:  Yes  No

Recruiter Assigned: \_\_\_\_\_

Notes Regarding Request: \_\_\_\_\_

