

Purpose: Completion of this form is required to order temporary resources from the TBA/CGI rate card.
Please complete all information and then click the SEND button at the bottom.

PROJECT INFORMATION

Engagement Name:		State:	
Project Code #:		Priority:	
Bank Name:		Bank Department	
Is Role Confidential		Primary Bank Contact and Telephone Number:	

BANK AND POSITION INFORMATION

Date Requested:		Estimated Total Hours:	
Desired Start Date:		Estimated End Date:	
Position Title from rate card:		Position Type:	
Price on rate card:		Bank Contact Email:	
# of Resources Needed:		Bank Billing Address:	
Estimated Total Cost (hours x rate)		Bank FDIC Cert #:	

LOCATION INFORMATION

Work Location for Consultant:		Can work be performed remotely?	
Work Location Address:		If not remote, how often on site?	
Work Location City, State:		Travel days?	
Remote Worked Accepted:		Any expense caps or limits?	

CONTACT DETAILS

Direct supervisor at bank		Supervisor contact info	
Alternative direct supervisor		Alternate contact info	

POSITION REQUIREMENTS

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POSITION DESCRIPTION

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PITCH: Think about the aspects of this position that will appeal the most to candidates. What would make a candidate choose this position over another? List the benefits, team environment, work environment, work location, etc. without including client sensitive or confidential information.

FUTURE DUTIES AND RESPONSIBILITIES

List principle responsibilities.

REQUIRED QUALIFICATIONS TO BE SUCCESSFUL IN THIS ROLE

Clearly identify the essential qualification vs the desired qualifications. What skills/experience must this person have to be considered?

Skill Set	Years of Experience	Proficiency Level

DESIRED QUALIFICATIONS/NON-ESSENTIAL SKILLS REQUIRED

List items desired for the Candidate, but **not required** (ex: Managerial skills, Team oriented, etc.)

Skill Set	Years of Experience	Proficiency Level

Minimum Education Required:

INTERVIEW DETAILS

Provide Interviewers, if required:

ADDITIONAL INFORMATION OR COMMENTS