Job Order Form

Tell us about the role. We send three vetted, bilingual candidates to interview.

Type directly in this PDF (or print it). Every field is optional except the ones marked *. Takes about 10 minutes.

1 · YOUR COMPANY

Company name *

Your name *

Date

Email *

Phone

Website

2 · THE ROLE

Job title *

Department

Reports to (point of contact)

Number of hires

Ideal start date

Monthly budget (USD)

Line of business (check all that apply)

- ☐ Admin
- ☐ Customer experience
- ☐ Sales & RevOps
- ☐ Marketing
- ☐ Data
- ☐ Tech & AI

Plan you are considering

- ☐ Emily Essentials
- ☐ Full Time Emily
- ☐ Enterprise
- ☐ Not sure yet

3 · SCHEDULE AND TERMS

Hours / shift

Time zone

Overtime (Y/N)

Bonus or incentives

English level needed

Tools and software used

Plans: Emily Essentials from $1,500/mo · Full Time Emily from $1,900/mo · Enterprise custom.
Savings: up to ~70% vs. a comparable US in-house hire (varies by role). No recruiting fees.

Describe the work

The clearer the tasks, the better the match. Bullet points are fine.

4 · GENERAL JOB DESCRIPTION

What will this person own? Why are you hiring now?

5 · DUTIES AND RESPONSIBILITIES

Daily and weekly tasks, in order of importance

6 · EDUCATION AND EXPERIENCE

Must-have experience, industry, certifications

7 · APPLICATION INSTRUCTIONS

How you want profiles presented (e.g. a short sales presentation, a writing sample)

What happens next

1. Send this form to your account manager, or bring it to your call at virtualemilystaffing.com.
2. We search our trained pool and send three vetted, bilingual candidates, in as little as 72 hours.
3. You interview, pick one, and your Emily starts onboarding on your tools. Free unlimited replacement guarantee.