Revolution Job Order Rules, Template and Sample

Job Order Rules

All Job Orders in Bond will automatically push to the CareerBuilder Talent Network and our Job Portal on the Revolution website which means it will be in the public sphere. As such we must have a clean, formatted job free of any specific client references that may indicate our end client. The fields that push include the following:

- Job Title
- Job Description (the entire Job Description field)
- Email address of the person who created the job
- City and State
- AdaptSuite JO#

To ensure proper Revolution branding, adherence to client agreements and protection of confidential client information, job descriptions for public consumption must be uniform, formatted, and spell-checked with no indicators that will allow identification of the end client.

Job Description Rules:

- Job Orders may not include any client names or references to a specific client
  - This includes Job Order Titles and the complete Job Description field
- Job Order titles must be generic and not client specific (i.e.: If the client titled the position Program Manager III, we will change to generic Program Manager
- May not include any manager or proprietary group names
- Must be free of typos, misspellings, and grammatical errors
- Must be formatted and organized for public consumption with the understanding that Revolution branding is a key aspect of our CB capability
- Must not include any rate/salary information

Exception: MSP/VMS jobs that have been assigned numbers by the client are subject to the following rules:

- Job Title may include the client assigned number in parentheses at the beginning of the Job Title field. CareerBuilder will not post the numbers contained in the parentheses.
  - Acceptable: (28593034) Project Manager
  - NOT Acceptable: Project Manager (28593034)
  - NOT Acceptable: 28593034 Project Manager
  - NOT Acceptable: Project Manager 28593034

If Sales/AM does not want the job pushed automatically to CareerBuilder Talent Network, they must put #DNP at the bottom of the job description in the ‘Job Description’ field in Bond.
Job Order Template

Below is the template to be used for all Revolution Job Orders for input into Bond and directly onto any job boards. Font is Calibri 11.

You may use this template and then cut and paste into the Job Description field in Bond or elsewhere.

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Revolution Technologies has an exciting opportunity for a [Job Title] with [anonymous client detail]!

Responsibilities
[Paragraph and/or bulleted form]

• [...] 
• [...] 
• [...] 
• [...] 

Skills and Education
[Paragraph and/or bulleted form]

• [...] 
• [...] 
• [...] 
• [...] 

Additional Details
[Paragraph form. Any additional details such as US Citizen only. Contract duration. Roll to perm option. Etc...]
Revolution Technologies has an exciting opportunity for a Systems Support Analyst with a Fortune 500 leader!

**Responsibilities**

Our client is currently seeking an individual to work as an Endpoint specific Analyst. As an Endpoint Analyst, you would serve as a primary support contact for both internal and remote employees and clients. They are looking for an energetic, enthusiastic, highly motivated individual. A strong emphasis is placed on following instructions, providing a timely resolution to technical requests and quality of customer service.

- Provide support for desktop, laptop, tablet, mobile devices, conference room technologies, and any associated peripherals and components such a thin clients, printers, fax machines, and other end-user technologies.
- Diagnoses, identifies, isolates and analyzes problems based on information presented by end users.
- Resolves technical problems and answers questions as necessary in support of end-user infrastructure technologies.
- Alerts management to recurring problems and patterns of problems that may be widespread or affecting our executive staff.
- Performs related duties as assigned.
- Participates in frequent mass computer deployment initiatives and teardowns.

**Skills and Education**

Requires broad training in fields such Computer Science, IT Management, or MSIS generally obtained through completion of a four year bachelor’s degree program or equivalent combination of experience and education; normally requires a minimum of five (5) years directly related and progressively responsible experience with overall information technologies.

- One to three years’ experience working with computer technology in a business environment.
- Desktop, laptop, tablet, and mobile device hardware fundamentals.
- Good analytical, conceptual and problem solving skills to evaluate business problems and apply knowledge to identify appropriate solutions.
- Troubleshoot and resolve end-user hardware, operating system, and software related problems.
- Troubleshoot and resolve basic network and server access problems for end users.
- Troubleshoot and resolve issues with WAN, LAN, VPN, etc. for local and remote access events.

**Additional Details**

Candidates must be flexible to work day and/or night shifts Monday thru Friday. Sporadic weekend work required.