Hiring Manager Intake Form

Complete this form together in the intake meeting, ideally within two business days of requisition approval. The recruiter leads; the hiring manager answers. Share the completed form with everyone on the interview team and revisit it after the first 5 to 10 candidates have been reviewed.

ROLE BASICS

Requisition number

Job title

Hiring manager

Recruiter

Number of openings

Location / work arrangement

Schedule or shift (including weekends, overtime, on-call)

Target start date

Intake meeting date

CONTEXT AND SUCCESS

Why is this role open now?

What must this person deliver in the first 90 days?

What does an excellent performer in this role do that an average one does not?

Why did the last person in the role leave or succeed?

Hardest parts of the job that candidates should hear about up front

CANDIDATE PROFILE

Must-haves (max 5; we will screen out anyone without these)

Nice-to-haves (will not screen out)

Deal-breakers (job-related only)

Transferable backgrounds we would consider (adjacent roles or industries)

Two or three example profiles or past hires that were a strong fit

Target companies or teams to source from (if any)

Open to candidates needing visa sponsorship

☐ Yes ☐ No ☐ Case by case

COMPENSATION

Approved pay range

Target offer point

Flexibility above target and who approves

Sign-on bonus, relocation or differential available

Top three reasons someone would take this job over a similar one

SOURCING PLAN

Internal candidates to consider or notify

Referral push (who to ask)

Job boards, communities or schools

Outbound sourcing needed

☐ Yes ☐ No ☐ Only if applicant flow is weak after 2 weeks

Agency use approved

☐ Yes ☐ No ☐ After [__] weeks

SELECTION PROCESS

Screening questions or knockout criteria

Assessments or work samples

Interview stages, format and length

Interviewers and the competency each one owns

Who makes the final decision

Pre-employment checks (background, drug screen, references, license)

SERVICE LEVELS AGREED

Recruiter sends first slate of candidates within (business days)

Hiring manager reviews submitted candidates within (business days)

Interview feedback submitted within (hours)

Weekly check-in day and time

Recruiter signature

Date

Hiring manager signature

Date