## **Intake Discussion Guide**

Date:
Req #:
Title:
Hiring Manager:
Department:
Department Information: (Gather as many details as possible prior to the call)
Department information. (Outrier as many details as possible prior to the carry
Highlights of Department: (Selling points)
Loodowskin Dology /FTF's walking a variation attractives
Leadership Roles: (FTE's, volumes, reporting structure)
Challenges:
Review Job Description: (Discuss minimum qualifications)
Neview 305 Description. (Discuss minimum quantications)
Described Described and Consideration (Find a table to the find a table to the find a solidate)
Preferred Requirements & Competencies: (Find out what would make the ideal candidate)
Dress code:
Work Hours:
Review Salary & Special Pay: (Know range, differentials, incentive, sign on or relo?)
Candidates: (Are there any internals to be aware of or externals to target?)
Interviews: (Where, who should be involved? Remind HM that interviews will be scheduled using Outlook-
keep it updated)
Other Information: (Culture, career paths, special training given, what does success look like?)
other information. (curtare, curter patris, special training given, what does success look like:)