

Intake Discussion Guide

Date:
Req #:
Title:
Hiring Manager:
Department:
Department Information: <i>(Gather as many details as possible prior to the call)</i>
Highlights of Department: <i>(Selling points)</i>
Leadership Roles: <i>(FTE's, volumes, reporting structure)</i>
Challenges:
Review Job Description: <i>(Discuss minimum qualifications)</i>
Preferred Requirements & Competencies: <i>(Find out what would make the ideal candidate)</i>
Dress code:
Work Hours:
Review Salary & Special Pay: <i>(Know range, differentials, incentive, sign on or relo?)</i>
Candidates: <i>(Are there any internals to be aware of or externals to target?)</i>
Interviews: <i>(Where, who should be involved? Remind HM that interviews will be scheduled using Outlook-keep it updated)</i>
Other Information: <i>(Culture, career paths, special training given, what does success look like?)</i>