

Build better relationships

# Hiring manager intake form

## Background

Job title	Location	Level (entry, senior, etc.)
Manager	Department	Target start date
Reason for hire (filling a gap, new role need)	Other notes or considerations	

## Job responsibilities / skills

Core responsibilities	Industry experience necessary?
Required skills	Nice-to-have skills
Define the top two drivers of success in the first 90 days	
Sample career trajectory	

## Sourcing criteria

Target companies	Universities	Titles
Any internal candidates to consider?		
List of top performers on the team		
Personality traits necessary to be effective with the team		

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## Compensation

Range

Bonus

Equity

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## Interview process

Interview process (ex: batch days, panel interview, align on how to brief and debrief candidates)

Must-have interviewers

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## Timeline

Key milestones and timing

Cadence of check-ins

Candidate satisfaction survey required?

Target NPS (net promoter scores, if applicable)

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## Working together

Level of priority (1-5)

Expected turnaround response time

Feedback expectations (quality and timeline)

Ability to use folders in LinkedIn Recruiter

Percentage of time willing to spend to help fill this role

Preferred method of delivering status updates (reoccurring meetings, emails, phone calls, texts, etc.)

Ability to access and use job referrals

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## Next steps

Immediate action items

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