

Hiring manager intake form

Your customizable template

A hiring intake form helps give you clarity surrounding your recruitment expectations. It revolves around preparing your company for the hiring process and allowing everyone to be on the same page.

Think of this template as your checklist before you start implementing your hiring process.

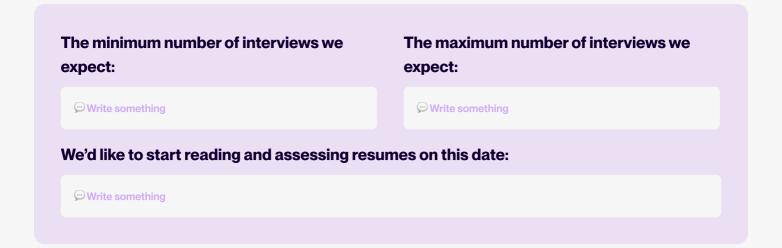
You can customize this template by filling in areas in squared brackets.

This can then be used across the organization when a position is opened.

So, with that in mind, let's take a look at your customizable Hiring Manager Intake form.

Your company's name:
Your company's tag-line:
Hiring Manager Intake Form - Template
Section 1: Setting expectations This section is about laying your expectations out realistically so you can plan ahead.
The role we're recruiting for is:
© Write something
We need to fill this role by:

Write something



Section 2: Our ideal candidate

The answers to these questions encompass our brand values, demonstrating the perfect candidate. This will make our hiring process targeted toward the ideal employee.

We'd like to start reading and assessing resumes on this date: O-1 2-4 5-8 9-12	Is this negotiable? Yes No If "yes", to what extent? Write something
 13-20 20+ Does the experience required need to be from Yes 	a role with an identical title? No
Provide details:	

In terms of qualifications, the ideal candidate holds all of the following: Online degree Associate degree Bachelor's degree Master's degree	Details of relevant qualifications: Write something Is this negotiable?
Doctoral degreeOther	✓ Yes✓ No
The top 5 skills the ideal candidate needs to h	nold are:
1.	
2.	
3.	
4.	
5.	
The top 5 "nice-to-haves" are:	
1.	
2.	
3.	
4.	
5.	

Section 3: The role

This section zooms in on the specific role. When used in conjunction with section 2, there should be a clear match between the ideal candidate and the role/responsibilities. This is what we should be striving for when we interview candidates.

The main responsibilities of t	he role are: Th	e role would	I suit any of the following:
© Write something	C) Full-time e	mployee
	C) Part-time	employee
	C	Contract	
	C) Temporary	/
	C) Freelance	
The success of the candidate will be measured using these KPIs:			
© Write something			
Does the role require a trial p	eriod?		
Yes	C	No	
If "yes", provide further detail	s here:		
© Write something			
The salary of the role we'd like to offer is:	For less experience candidates, we wi		For more experienced candidates, we will offer:
₩ Write something	₩rite something		© Write something
The working environment for this role will be:			
◯ In office	Work from home		Hybrid
Details if required:			
₩rite something			
write something			

Section 4: The sourcing methods

We have a clear idea of the role and the ideal candidate. This section outlines the strategy we'll implement to receive applications of the proper standard.

Are there any internal candidates that are well suited to this role?			
O Yes	○ No		
Details about internal candidates:			
© Write something			
The role would suit any of the following:			
O Job boards	External recruitment		
Internal recruitment	Television adverts		
Recommendations	Live recruitment events		
Careers website	Virtual recruitment events		
O Social media recruitment	Other		
Please provide further details:			
© Write something			
Our budget to fill this role is:			
© Write something			
Details about our sourcing strategy:			
© Write something			

Section 5: The hiring process

This section outlines the workflow for everyone involved. When it's written down, it's far easier to use your ATS to automate certain tasks so that each candidate has the same experience.

We will interview for this role on these dates: Write something The interview process in steps: Step 1 Step 2 Step 3 Step 4 This process requires these types of interviews: Telephone interviews Virtual interviews Tace-to-face interviews Other Total number of interviews before a hiring decision is made:	We'd like to receive this number of applications:	
The interview process in steps: Step 1 Step 2 Step 3 Step 4 This process requires these types of interviews: Telephone interviews Virtual interviews Face-to-face interviews Other Total number of interviews before a hiring decision is made:	Write something	
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 Face-to-face interviews Other Total number of interviews before a hiring decision is made: 	Telephone interviews	
Other Total number of interviews before a hiring decision is made:	○ Virtual interviews	
Total number of interviews before a hiring decision is made:	Face-to-face interviews	
	Other	
© Write something	Total number of interviews before a hiring decision is made:	
	© Write something	

Interviewers for vacancy Staff member name Role **Department** How will we gather feedback from the candidates about their experience? Write something What method will we use to provide candidate feedback? In-person By email Printed notes By mail By phone **Notes** Use this section to make a note of anything you need to do before implementing this process.

Staff members that must take part in the interview process: