

# RECRUITING INTAKE FORM

Disclaimer: Thank you for your interest in being a client of  
Information collected about new clients is confidential and will be treated accordingly.

## BACKGROUND INFORMATION

Job title: \_\_\_\_\_ Location: \_\_\_\_\_

Position level: \_\_\_\_\_ Manager: \_\_\_\_\_

Department: \_\_\_\_\_ Target start date: \_\_\_\_\_

Reason for hiring: \_\_\_\_\_

Career path for someone in this role:

Other considerations:

## COMPENSATION & BENEFITS

Salary range: \_\_\_\_\_ Bonus: \_\_\_\_\_

Equity: \_\_\_\_\_ Vacation weeks: \_\_\_\_\_

Other benefits:

## INTERVIEW PROCESS

Preferred interview process: \_\_\_\_\_

First round completion date: \_\_\_\_\_

**JOB REQUIREMENTS AND SKILLS**

**Core responsibilities:**

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**Expectations for employee's first 90 days:**

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**Education and prior experience:**

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**Required skills:**

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**Nice-to-have skills:**

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**SOURCING CRITERIA**

**Target companies or institutions:** \_\_\_\_\_

**Companies or institutions to avoid:** \_\_\_\_\_

**Internal candidates:** \_\_\_\_\_

**ASSESSMENTS**

**Assessments to be included:** \_\_\_\_\_

**Target date of assessments:** \_\_\_\_\_

**ADDITIONAL INFORMATION AND NEXT STEPS**

**SIGNATURE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_