**Profle title**

This template is brought to you by Indeed, a leading job search engine.

|  |  |
| --- | --- |
| **Hiring manager** | @ mention the hiring manager |
| **Recruiting lead** | @ Recruiting lead |
| **Interviewers** | @ Interview panelist 1  @ Interview panelist 2  … |
| **Job title** | e.g., Sr. Business Analyst |
| **Job level** | e.g., P6 |
| **Job rec link** | e.g., https://www.indeed.jobs/ |
| **Job location** | e.g., San Francisco |
| **Target hire deadline** | Jan 3, 2022 |
| **Referrer** | @ mention the referrer |
| **On this page** | Table of Contents  **Table of Contents**  The results of this element aren’t visible when editing. Preview the page or publish it to see how it will look. |

## **📋 Role overview**

Give a brief description of the role.

## **👌 Role profile**

Include the key attributes required for the candidate. Confirm which attributes are required and which attributes are more 'nice to have' or teachable on the job.

|  |  |
| --- | --- |
| **Must-haves** | * Think about which skills are mandatory or the absolute minimum experience. |
| **Nice to haves** | * Which skills are preferred? e.g., industry-specific experience. |
| **Selling points** | * How would you sell this role and this team to a potential candidate? |

## **🎢 Assessment process**

Outline what the assessment process will look like for this particular role, and @mention panel members for interviews. You can also include suggested screening questions.

|  |  |  |
| --- | --- | --- |
| **Interview stage** | **Who is involved** | **Details / Sample Questions** |
| Recruiter phone screen | @ Recruiter | e.g.,   * Why are you leaving your current role? |
| Phone interview | @ Hiring manager |  |
| In-person interviews | @ Interview panelist |  |
| Whiteboard session | @ Interview panelist |  |
| Group debrief | @ Recruiter |  |
| Background check | @ Recruiter |  |
| Reference check | @ Recruiter |  |
| Job offer | @ Recruiter |  |
| Onboarding plan | @ Hiring manager |  |

## **Candidate tracking**

Include links to locations where the hiring manager can track the status of candidates in the pipeline. If you set expectations around timelines and communication plans, also include that in this section.

|  |  |
| --- | --- |
| **Expected Timeline** | e.g.,   * Sourcing: * First round: |
| **Communication Plan** | e.g.,   * Weekly email / Slack updates * Bi-weekly 1-1s |
| **Indeed Link** | e.g., https://www.indeed.jobs/ |

## **💖 Helpful resources**

Include any resources you think would be helpful for your hiring manager and the interviewing team.

* LinkedIn insights report
* Market data
* Systems training