Intake Meeting Form

Background	
Job Title	
Seniority Level	
Location	
Department/Studio/Team	
HRBP/HR Lead	
Hiring Manager/R&D Director	
Target Start Date	
Reason for Hire	
Information about priorities for staffing	
Team Structure	(size, roles, responsibilities, report to, interfaces)
Future Career Opportunites	

Job Responsibilities/Skills	
Core Responsibilities	
Years of Experience	
Required Skills	
Nice to Have Skills	
English level	
Personality Traits that Necessary to be Effective on this Role	

Hiring Process	
Steps Order in the Hiring Process	
Phone Screen Questions	
Preferred Method for Delivery Status Updates	(meetings, emails, calls, messengers)
Tech Experts Involved in I-views/Screens	
Key Selling Points	(most interesting task? Why hm decided to work here?)

Sourcing Criteria	
Titles	(how can experts be called)
Must-Have Skills	(keywords for boolean)
Any Internal Candidate to Consider	
List of Top Performers in the Team	(previous companies can be donors)
Perfect Fit Profiles	
Target Companies	
Relocation	