INTAKE MEETING

Goals:

- Gain a strong understanding of the profile/role in order to effectively source, engage and pitch to passive candidates. You will want to get answers to:

1) Who? - the right profile for the role (the persona)\*1

2) Where? - where you will find the right people \*2

3) How? - how can you engage passive candidates and make them consider leaving their current employer to join yours. It’s all about the story which you will mostly get during the intake meeting with the Hiring Manager (HM) \*3

Questions:

#Profile

1. Could you give an overview of the role, the team, the unit?

2. Why is this role open?

3. Tell me about the product, app, etc. Who are the users? What technologies, methodologies, processes are you using?

4. What problem(s)/challenge(s) are you trying to solve? And in particular, with this role/position - how will this role/position contribute to address it?

5. How does the work you do contributes to the strategic goals of the company and in particular, this role/position?

6. Tell me about the team. How many people on the team? What roles do they hold? How this role fits on the team?

7. Who will this person report to?

8. What makes this role exciting, attractive? Why someone would join this project, team, etc.?

9. What is the career path for this role?

10. Tell me about the team culture and what type of personality would fit in?

11. What are the minimum requirements for this role? What are the nice-to-haves and the must-haves?

12. How does success look like for this role? What are the expectations for this role in the first three months, in 6 months?

13. Where are these people? What platforms do they use to stay up to date? In what companies do they work?

#Process

12. How does the recruitment process look like?

- Who will review resumes?

- Who will be involved in the tech interview and what will be covered?

- Who will be involved in the onsite interviews? What will be the focus areas?

- How is the decision made and who makes the decision?

13. What are the key questions I need to ask during the initial phone screen to sledge the right profiles?

Other Questions:

1. Open to relocation?

2. Internal applicants?

3. Salary range

Excelling!

- Ask to meet key members of the team to get a good idea of the profile you will be looking for

- Shadowing, lunch…create a relationship with the HM and team

- Schedule recruitment sync-up meetings and show data

\*1 Intake meeting and follow up meetings with HM

\*2 Next, after knowing where these people are, you need to leverage the platforms in order to find the talent you are looking for. For instance, what is the right, best, most efficient way to find profile X on platform Y?

\*3 How to build the story in the message? What message will get me the candidate to reply? What are the best practices?