# **Hiring Manager Intake Form Template**

## **1. General Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position/Role** |  | **Reason for Hire** *Backfill / New Headcount / Project* |  |
| **Hiring Manager’s**  **Name & Title** |  | **Location**  *On‑site / Remote / Hybrid* |  |
| **Department** |  | **Direct Reports / Team Size** |  |
| **Target Fill Date** |  | **Requisition ID** |  |

## **2. Business Context & Problems to Solve**

**Strategic Objective**

|  |
| --- |
|  |

## 

**Key Pain Points the Role Will Address**

|  |
| --- |
|  |

**Impact if Role Remains Unfilled**

|  |
| --- |
|  |

## **3. Success Profile & Performance Metrics**

|  |  |
| --- | --- |
| **Time Frame** | **Critical Deliverables/KPI** |
| **30 Days** |  |
| **60 Days** |  |
| **90 Days** |  |
| **6-12 Months** |  |

## **4. Must‑Have vs Nice‑to‑Have Qualifications**

|  |  |  |
| --- | --- | --- |
|  | **Must-have (Non-negotiable)** | **Nice-to-have (Preferred)** |
| **Education**  *Degrees and Certifications.* |  |  |
| **Background/**  **Experience** |  |  |
| **Technical Skills** |  |  |
| **Soft Skills** |  |  |

## **5. Compensation, Benefits & Budget**

|  |  |
| --- | --- |
| **Approved Base Salary Range** |  |
| **Bonus / Commission / Incentives** |  |
| **Signing or Relocation Package**  *(if any)* |  |
| **Budget Owner & Approval Status** |  |

## **6. Sourcing Strategy**

|  |  |
| --- | --- |
| **Focus Area** | **Details** |
| **Target Companies / Industries**  *List of competitors or companies working in the same industry.*  *Also include Other relevant company types or industries/verticals candidates might work in.* |  |
| **Organizations or Companies**  **to Exclude**  *E.g. your suppliers and partners* |  |
| **Target Universities / Programs** |  |
| **Diversity Sourcing Goals** |  |

## **7. Compliance & Reference Checks**

|  |  |
| --- | --- |
| **Target Companies / Industries**  *List of competitors or companies working in the same industry.*  *Also include Other relevant company types or industries/verticals candidates might work in.* |  |
| **Organizations or Companies**  **to Exclude**  *E.g. your suppliers and partners* |  |

**Hiring Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recruiter:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_