



INTAKE MEETING TEMPLATE

The **8 crucial conversations** every recruiter should have with their hiring managers

Use this fillable form to get answers to the critical questions you need to know to find exactly the right candidate for the job. The following questions will help you make sure that everyone on the hiring team has a shared vision of what a new hire should look like. For more information, check out [The Definitive Guide to a Strategic Intake Meeting](#).

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REQ #

HIRING MANAGER

RECRUITER

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1 | Outline Responsibilities

How does this role contribute to the company's mission?

What impact does this role have on the products/services provided to the company's clients?

Is it a new role or a back fill of an existing position?

Who are the key stakeholders?

Top responsibilities for this role?

Which teams will the candidate work with?

Additional notes

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2 | Identify Skill Requirements

Which skills are must-haves?

What projects demonstrate mastery of these skills?

Which skills are preferred but not required?

What additional technologies and trends matter? FOR EXAMPLE, MOBILE, AI, CLOUD, SOCIAL, DESIGN, ETC.

What non-technical skills are needed?
FOR EXAMPLE, PROJECT MANAGEMENT, BUDGETING, COMMUNICATIONS, WRITING, TEAM MANAGEMENT, ETC.

Additional notes

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3 | Discuss Experience

Are we requiring a specific number of years of experience in certain areas of expertise?

Should the candidate be contributing to tech sites like GitHub and Dribbble?

Is industry experience critical for this role?

Any prior managerial experience required?

If we are unable to find a candidate with these specific requirements, are we willing to look at someone that could be trained up?

Additional notes

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4 | Identify Skill Requirements

Are specific certifications needed for this role?

Bachelor's degree required?
If so, in what field?

Graduate degree required?
If yes, which one?

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5 | Explore Cultural Fit

What is the ideal personality for someone in this role?

What should candidates be excited about in terms of our mission?

What is the current culture on the team?

Any target companies we should source from?

What is your departmental goal for diverse hires? And is the expected time-to-hire realistic to meet this goal?

Additional notes

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6 | Determine Compensation

What is the budget for salary?

Any additional bonuses?

Any non-monetary perks to mention?

Additional notes

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7 | Confirm Location

Where will this position be located?

Are we open to this position being located elsewhere?

Could this be a remote position?

Can we pay for relocation?

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8 | Align Expectations

When do you expect to see a first slate of candidate resumes?

What is your ideal timeline for completing the hire?

When are critical milestones for getting this role filled?

What trade-offs are you willing to make?

Additional notes

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Anything Else?

Additional notes

About Dice

Dice is a leading tech career hub connecting employers with skilled technology professionals and providing tech professionals with career opportunities, data, insights and advice. Dice began as one of the first career sites and today provides a comprehensive suite of recruiting solutions, empowering companies and recruiters to make informed hiring decisions.

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