



## Intake Meeting Guide

**PURPOSE:** The Intake Meeting Guide is a tool for Recruiters to utilize during Intake Meetings with Hiring Managers to build strategic partnerships, with the goal of hiring high quality employees and ensuring a positive candidate experience.

**Recruiter to verify with the Hiring Manager the information in the section below is correct for each requisition before posting:**

<b>Recruiter:</b>		<b>Date:</b>	
Supplemental Questions with Minimum Qualifications		Supplemental Questions with Minimum Qualifications and Desired Qualifications	
Resume and Cover Letter		If Resume and Cover Letter, Approved? Y/N	
Resume and Work History		BHR or SME Review?	
Work Location: Full remote, part-time remote, report to worksite			

### **PLAN**

Why is the position open? How did you fill the position previously?	
Do you have specific candidates you want to consider?	
Have you made staff aware of the opening and requested referrals?	
What are similar titles this position may be posted under in the private sector or other jurisdictions?	
Will this person have any direct reports? (If so, how many and job titles?)	
What particular challenges are inherent to this role? What will this person need to accomplish to succeed?	
How large is your department? Your team? Please describe your team's culture.	
How would you describe your management style?	
What are the growth opportunities for this position on the team/bureau or in other groups?	

<b>Ideal Candidate Profile</b>	
<b>Question:</b> <b>What is the ideal candidate profile?</b>	
<ul style="list-style-type: none"> <li>• Critical Skills or Experience:</li> <li>• Certs/Licenses:</li> <li>• Technical Skills/Equipment:</li> <li>• Soft Skills:</li> </ul>	
List desired competencies here:	

<b>ATTRACT</b>	
These questions will cover leveraging networks you currently have or have had in the past where we could potentially source candidates.	
Are there current or former employees, LinkedIn connections, or any other individuals that I can contact for networking purposes?	
Verify Manager is on LinkedIn. Can I connect with you and tap into your network?	
Please provide 3 questions that would be effective in learning more regarding the soft skills and/or gaining a deeper understanding of the candidate's qualifications?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

<b>SELECT</b> Information for Recruitment Timeline Milestones	
Who schedules your interviews?	
Have you identified and notified interview panel members? – <i>Confirm completion date.</i>	
Do you have an established set of interview questions for the position? - If no, connect with HRBP.	

<b>Final Stage</b>	
Weekly Status Updates: In-person, phone, email?	
Discuss utilizing NEOGOV to disposition candidates, schedule interviews and send notices.	