

Intake Session Template

INTAKE SESSION										
Position Title				Requisition Number				Date		
Hiring Manager			Email				Work Phone			
HR Partner			Email				Work Phone			
GENERAL INFORMATION										
Annual Salary		Bonus Target			Signing Bonus			Other		
Relocation Assistance		Visa Sponsorship			Primary Work Location			Remote Work Available		
Yes	No	Yes	No				Yes	No		
Level of Education Required			Years of Relevant Work Experience				People Leader Role			
None	2yr	4yr	<2	3-5	6-10	10+	Yes	No		
ROLE SPECIFIC INFORMATION										
What are the critical qualities that you must see in someone joining your team?										
What technical skills, product knowledge, or industry experience is required for this position?										
What is the specific scope of responsibility for this role?										
PHONE SCREEN INTERVIEW INFORMATION										
Name			Title			Email			Phone	
ONSITE INTERVIEW TEAM										
	Name			Title			Email			Phone
1										
2										
3										
4										
5										