



# WOKOLOGY RECRUITER INTAKE FORM

**Directions:** Use this form to record your intake call with the hiring manager for a new position or requisition you are responsible for.



List the job requirements and rank them by importance.

What is the position's location? Is it virtual and is relocation available?

When is the expected fill date for this position?

Who is involved in the interviewing process? What will each person's role be?

Can you tell me about the typical career path of this role? How long do they normally stay in a position? What jobs are they typically promoted and/or transferred to?



Explain the salary range. (Include bonus, stock options, and management by objectives (MBO's), etc.)

What are the most critical projects and/or work responsibilities this person will be working on the first 90 days - 1 year. Why are these most important? How do they impact the success of the business?

Are you considering anyone internally in consideration for the role? If so, who and why?

What communication expectations are between the manager and myself as the recruiter? Is there an expectation of daily, weekly or other type of communication?

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