



Talent Acquisition Checklist: Intake Meeting

What you'll need	What you'll do	What else?
<p>___ Job description and addendum, if needed</p> <p>___ Position number</p> <p>___ Department number</p> <p>___ Job code</p> <p>___ Recruiter name</p> <p>___ Hiring team members</p> <p>___ Budgeted dollars</p> <p>___ Location</p> <p>___ Special responsibilities or qualifications</p> <p>___ Name of prior incumbent, if relevant</p> <p>___ Justification statement</p>	<p>___ Schedule an in-take meeting with your Recruiter to confirm your shared hiring approach</p> <p>___ During meeting discuss and agree on the following:</p> <p>___ Reason for opening</p> <p>___ Job description to be used</p> <p>___ Target candidate</p> <ul style="list-style-type: none"> • Education • Experience • Skills • Cultural fit <p>___ Potential sources of candidates</p> <ul style="list-style-type: none"> • Posting sites • Professional organizations <p>___ Screening process –</p> <ul style="list-style-type: none"> • Resume review • Hiring committee • Timetable <p>___ Budget latitude</p> <p>___ Cadence for updates</p>	<p>___ Will there be any internal candidates?</p> <p>___ Does it make sense to include the Business Partner in the discussion?</p> <p>___ What other factors need to be considered?</p> <p>___ Are there workflow demands or time off planned that might impact progress?</p>
<p>Notes:</p>		