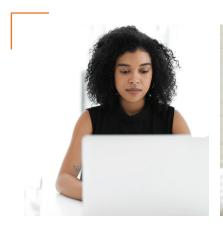




Hiring Manager Intake Form







When you need to gain clarity on your hiring manager's expectations, think of this Hiring Intake Form as a checklist prior to takeoff.



A Hiring Intake Form can help ensure recruiters and hiring managers are on the same page by identifying specifics about the position, creating a timeline and establishing actionable next steps to execute the hiring strategy.

If you can define the ideal candidate profile early on, you won't be chasing a moving target.

Here's just what you need to get started:

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HIRING MANAGER INTAKE FORM

Set expectations with your hiring manager and develop a recruiting strategy early on. Use this form as your recruiting playbook.

	Job Title
Timeline	When do you want to this role filled by? How many positions are we hiring for? When do you want to start seeing resumes?
Tim	When should interview rounds be going on?
Ideal Candidate Profile	Specific number of years years of experience? Specific number of years book experience need to be industry-specific?
	Does experience need to be from a specific company or grouping of companies?
	Required Technical Skills (Any examples of projects worked on that provide good evidence of this.)
	Required Non-Technical Skills
	Managerial Preferred Skills? (but not mandatory)
	Cultural fit - is there a desired personality type? (Or someone from the company that this hire should be like?)
Location	What is the location of the position?
	Is relocation assistance provided?
mpensation	Salary Bonus opportunity or range? Bonus opportunity or commission available? Benefits and perks?





About Paycor

Paycor builds HR software for leaders. Our Human Capital Management (HCM) platform modernizes every aspect of people management, from the way you recruit, onboard and develop people, to the way you pay and retain them. But what really sets us apart is our focus on business leaders. For 30 years, we've been listening to and partnering with leaders, so we know what you need: HR technology that saves time, powerful analytics that provide actionable insights and a Personalized Support Model. That's why more than 40,000 organizations nationwide trust Paycor to help them solve problems and achieve their goals.



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