



Hiring Manager Intake Form



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by Paycor





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

80% of recruiters
believe they have a good understanding
of the jobs they're recruiting for.
Yet, 61% of hiring managers disagree.

— Deloitte

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 this role filled by?

How many positions are we hiring for?

When do you want to start seeing resumes?

When should interview rounds be going on?

Ideal Candidate Profile

Specific number of years of experience?

Specific number of years fulfilling a specific role?

Does 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 experience required?

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?

Is remote work an option?

Compensation

Salary range?

Bonus opportunity or commission available?

Benefits and perks?

Selling the Role

Why should candidates be excited about this role? Why is this a great opportunity?

Duties and Responsibilities

What projects and tasks will they be managing in their day-to-day and on an ongoing basis?

How will they be evaluated on these?

What will be a day in the life of this role?

Long-term objectives for the role (growth path—what will they do or accomplish?)

Team Dynamics

Who will this position be reporting to (teams and individuals)?

Who will be reporting to this individual?

What team(s) will this person be on or working with?

Position History

Reason for the opening (acquisition, company growth, termination of an employee)?

What happened to the previous person? How long has the position been open? Why is this role open? Attrition?

Other

Additional information provided by Hiring Manager



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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