



Sourcing Intake Call with Hiring Manager/Recruiter Questions Guide

Job Title:	Relocation: Y/N <i>(If Y, reason for leaving)</i>
Group:	Visa OK: Y/N
Location:	Salary Range: Bonus: Options:
HM/Recruiter:	Direct Reports / Team
HM/Recruiter Contact Info	Needed Start Date:
Remote / Hybrid	Travel %

Questions to ask:

Years of experience/education (this should be in the JD, but you want to see how flexible they are)? Would you consider someone ready to move up?

Describe the ideal candidate (should include key experience, associations, memberships, behaviors and career patterns).

Based on your ideal candidate, what are your absolute MUST HAVES? Top 5? *(these could be included as keywords while sourcing)*



What are the NICE TO HAVES? *(These could be included as keywords while sourcing)*

IF THIS A REPLACEMENT:

What skills would you like to see in the new hire that may have been missing the incumbent?

- ◆ Can I look at the incumbent's resume?
- ◆ Do you have relevant candidate profiles you can share? *(Calibrations)*

What are the top challenges or deliverables you expect within the first six months?

How would you describe the company culture?

Are there any companies you particularly like or dislike, or are there *any companies that are hands off?*

Are there any other titles that this role may be called? Functions *(which role would this candidate typically come from i.e., where would they typically live within the company?)*