

Email template to request an intake meeting: From recruiter to the hiring manager

Subject line: Intake meeting about [Name of the Position] position

Hi [Hiring Manager's Name],

I'd like to schedule a meeting so that we can discuss the requirements as well as the candidate profiles for the [Job Title] role that we're about to have a vacancy for.

Before this meeting, could you kindly make a note of the basics of the role and the hiring process that we should be using?

For example, here's some information I'll require:

- Employment type: [full-time or part-time, permanent or fixed-term contract]
- Salary range
- Job Responsibilities [5-10 daily tasks]
- Candidate Requirements [including relevant experience & knowledge of specific tools]
- Evaluation Methods [like screening calls, assignments & online tests]
- Timeline

I would also like to add that if you have specific people in mind that would be good candidates (like internal candidates or past applicants), let me know in this meeting so that I can reach out to them to expedite the process.

To start with, I'm attaching a job description template that we've used in the past for a similar position. You can tweak, remove or add the duties and requirements as per the current position. We can also review it together during the meeting if you wish so.

Please let me know which of the following options you prefer and I'll send you a calendar invitation:

- [Tuesday 5/15, 10-11 a.m.]
- [provide multiple timings for the meeting]
- .
- .
- [Wednesday 5/16, 1:30-2:30 p.m.]

If none of these time slots works for you, let me know when you'll be available and we can find a time that works for both of us. Similarly, if you think that it would be beneficial if someone else from the hiring team joins this meeting, please let me know so that I can invite them too for the meeting.

Thank you,

[Your name]

[Email signature]