PARTNERING WITH MANAGERS: INTAKES FOR SUCCESSFUL RECRUITMENTS

WHAT IS IT?
An intake meeting is the initial strategy meeting in which the hiring administrator and the supervisor discuss the goals that should be met during the recruitment process.

WHY?
- Build credibility.
- Win! Help your managers get the right candidates.
- Enhance the applicant experience.
- Reduce time to fill.
- Decrease turnover.
- Reduce job posting edits & cancellations.

WHEN?
As soon as the supervisor informs you of a hiring need.

CONTENT
- Have a conversation.
- Review the position description line-by-line.
- Discuss salary, including equity & market data.
- Set a recruitment timeline.
- Consider diversity goals.
- Create an advertising strategy.
- Determine the assessment process:
  - Screening criteria & tools
  - Search committee function & structure
  - Interview schedule & format
- Decide who will manage applicant communications.

PREPARE
- Familiarize yourself with the position description.
- Review previous recruitments with similar job titles.
- Have questions ready to discuss in addition to the required questions - go beyond your checklist.
- Schedule a meeting space & time with minimal distractions.
EXPLORATORY QUESTIONS

- What does a day look like in this job?
- How would you describe the work environment?
- Is there a current or past employee in the role you would clone?
  - If so, what makes him/her successful?
- What requirements are "must-have" vs "nice to have"?
- Is a degree required or preferred?
  - What types of degrees & majors are applicable?
- What materials do you need to collect from the applicant to properly screen and assess?
- What challenges have you experienced with similar, previous recruitments?
- Why would a top performer want this job?
- If you were an applicant, where would you go to look for this job?

For additional resources: www.tre.ohr.wisc.edu