

# 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.

## 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.

## 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.

## 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](http://www.tre.ohr.wisc.edu)**



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