



Preparing For Your 30 Minute Intake Call

To make the most of our time together and ensure we build the most effective hiring toolkit for your needs, please gather the following information about the role and bring it to the call:

1. Company & Role Essentials:

- **About Your Company:**
 - A brief overview of your company (what you do, size, industry)
- **The Role:**
 - The exact job title
 - Key responsibilities and what success looks like
 - Who the role reports to
 - Salary range and benefits offered
 - Location of the role (remote, hybrid, on-site)
- **Why This Role is Great:**
 - What are the top reasons a talented person would want this job and to work at your company?

2. Candidate Must-Haves:

- **Experience & Skills:**
 - The essential skills, experience, and education required
 - Any "bonus" skills or qualifications
- **Traits & Characteristics:**
 - The most important personality traits for success in this role
- **Biggest Challenges & Opportunities:**
 - What are the main obstacles the person will face?
 - What are the growth opportunities within the role?

3. Team & Culture:

- **Team Dynamics:**
 - How the team is structured and its overall purpose
 - A quick overview of the team's culture and management style

4. Hiring Goals & Success:

- **What You Need to Achieve:**
 - What are the immediate projects or goals for this new hire?
 - How will you measure success in this role?

5. Sourcing Guidance:

- **Where to Find Talent:**
 - Companies or industries where ideal candidates might currently work
 - Key job titles and keywords to use in searches