

RECRUITING INTAKE FORM

Position Title: _____

~~Department:~~
Hiring Manager Information: _____

Full Name: _____

Email Address: _____

Phone Number: _____

Position Details:

Job Description Summary:

Provide a detailed description of the key responsibilities, expectations, and duties associated with the position. Include any critical skills, qualifications, or certifications necessary for successful performance.

Required Experience and Skills:

List the minimum years of experience, technical skills, educational background, and any other qualifications or competencies required or preferred for the role.

Compensation and Benefits:

Salary Range: _____ USD

Bonus/Commission (if applicable): _____

Benefits Overview:

Describe any applicable benefits such as health insurance, retirement plans, paid time off, remote work options, or other perks relevant to this position.

Recruitment Logistics:

Expected Start Date: _____

Recruitment Method: _____

Hiring Timeline and Key Milestones:

Outline the recruitment timeline, including posting dates, interview periods, decision deadlines, and onboarding plan.

Candidate Profile and Evaluation Criteria:

Ideal Candidate Characteristics:

Describe the personality traits, work style, cultural fit, and other attributes desired in the successful candidate.

Key Competencies to Assess:

List the competencies, skills assessments, interview focus areas, and evaluation metrics that will be used during candidate screening and interviews.

Legal and Compliance Considerations:

Equal Employment Opportunity (EEO):

All recruitment activities must adhere to applicable federal and state laws prohibiting discrimination based on race, color, religion, sex, national origin, age, disability, or other protected categories. This includes non-discriminatory job postings, interview questions, and selection criteria.

Background Checks and Verifications:

Obtain necessary candidate consent before conducting reference checks, criminal background checks, or verification of credentials, consistent with applicable laws and company policies.

Confidentiality and Data Protection:

Recruitment data, candidate information, and evaluation materials must be handled confidentially and in compliance with data protection regulations, including but not limited to applicable U.S. federal and state privacy laws.

Authorization:

Hiring Manager Signature: _____

Recruiter Signature: _____

Section 1 – Position Overview

This Form facilitates the recruitment process by defining position requirements, recruitment strategy, and evaluation criteria. It is designed to ensure compliance with all applicable United States employment laws and company policies.

Section 2 – Candidate Sourcing and Screening

Recruiters shall conduct sourcing and screening activities in accordance with the position requirements and evaluation criteria, ensuring a fair, non-discriminatory process.

Section 3 – Interview and Selection Process

All interviews must be conducted professionally, consistently, and in compliance with legal standards, with clear documentation of candidate assessments and selection rationale.

Section 4 – Offer and Onboarding

Offers must comply with approved compensation structures and legal requirements. Onboarding plans should be coordinated between HR and the Hiring Manager to ensure a smooth transition.

Section 5 – Compliance with Laws and Policies

All recruitment activities shall comply with federal, state, and local employment laws, including but not limited to EEO, ADA, FCRA, and data privacy regulations.

Section 6 – Confidentiality and Data Security

Candidate and recruitment data shall be stored securely and accessed only by authorized personnel. Disclosure of confidential recruitment information outside the process is prohibited.

Section 7 – Dispute Resolution

Any disputes arising from the recruitment process shall be resolved in accordance with applicable laws and company policies, including mediation or arbitration if required.

Section 8 – Amendments and Modifications

This Form and related processes may be updated or amended only by authorized HR personnel and shall be

communicated to all stakeholders involved in recruitment.

Section 9 – Acknowledgment

By signing below, the Hiring Manager and Recruiter acknowledge their understanding of and agreement to comply with the recruitment procedures, legal requirements, and company policies outlined herein.

Hiring Manager Signature

Recruiter Signature

Signature: _____

Signature: _____

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