

# TALENT ACQUISITION & HIRING MANAGER CHECK IN MEETINGS



## INTAKE MEETING SUMMARY

Hiring Manager(s): \_\_\_\_\_

Interview Committee: \_\_\_\_\_

- Requisition Form Completed
- All Involved Completed Best Practices Training
- Interview Rounds: \_\_\_\_\_
- Interview Questions Submitted to Talent Acquisition

### Timeline

1st Sourcing of Candidates: \_\_\_\_\_ Interviews Begin: \_\_\_\_\_ Offer Date By: \_\_\_\_\_

Posting Closed: \_\_\_\_\_ Interviews Conclude: \_\_\_\_\_ Start Date By: \_\_\_\_\_

Ideal Candidate Profile: \_\_\_\_\_

Turnover Rate: 6 Months: \_\_\_\_\_ 1 Year: \_\_\_\_\_ 2 Years: \_\_\_\_\_

## CHECK IN MEETING

### Sourcing Candidates

Date Position Posted	Number of Applicants	Number of Applicants Shared with Hiring Manager	Number of Candidates Interviewed	Number of Candidates Rejected

### Candidates Passed Along to Hiring Manager(s)

Candidate's Name	Date Sent	Candidate Meets Requirements	Moving Forward with Interview	Candidate Rejected	Notes

### Candidates Interview Updates

Candidate's Name	Outreach & Interview Notes	Candidate Reject/Offer

## SOURCING STRATEGY

- Identify sourcing channels for candidates (ATS, external job boards, niche websites, employee referrals, etc.)
- Participating/Register for job fairs, tabling events, and classroom presentations to attract candidates
- Raise awareness of internal candidates interested in the role
- Leverage internal communications and social media to engage potential candidates
- Reach out to Talent Acquisition networking contacts for potential leads

## TOUCH BASE ITEMS

This section is for any unresolved items from previous communications or topics that are best addressed during this meeting.

## HIRING PROCESS REFLECTION

Time to Fill: \_\_\_\_\_ Source of Hire: \_\_\_\_\_

Hiring Team/Talent Acquisition Review Notes: \_\_\_\_\_