



RECRUITING INTAKE FORM

Disclaimer: Thank you for your interest in being a client of Texas Elite Staffing.

Information collected about new clients is confidential and will be treated accordingly.

BACKGROUND INFORMATION

Job title: _____

Location: _____

Position level: _____

Manager: _____

Department: _____

Target start date: _____

Reason for hiring: _____

Career path for someone in this role:

Other considerations:

COMPENSATION & BENEFITS

Salary range: _____ Bonus: _____

Equity: _____ Vacation weeks: _____

Other benefits:

INTERVIEW PROCESS

Preferred interview process: _____

First round completion date: _____

JOB REQUIREMENTS AND SKILLS

Core responsibilities:

Expectations for employee's first 90 days:

Education and prior experience:

Required skills:

Nice-to-have skills:

SOURCING CRITERIA

Target companies or institutions: _____

Companies or institutions to avoid: _____

Internal candidates: _____

ASSESSMENTS

Assessments to be included: _____

Target date of assessments: _____

ADDITIONAL INFORMATION AND NEXT STEPS

SIGNATURE

Signature: _____ **Date:** _____

Print Name: _____ **Place:** _____