Email template to request an intake meeting: From recruiter to hiring manager | Workable

**Subject line:** Intake meeting about [*X*] position / Let’s discuss [*X*] position

Hi [*Hiring manager’s name*],

I’d like to schedule a meeting so that we discuss requirements and candidate profiles for the [*job title*] role we’re about to open.

Before this meeting, could you have a think on the basics of the open role and the hiring process? For example, here’s some information I’ll need :

* Employment type (full-time or part-time, permanent or fixed-term contract)
* Salary range
* Job duties (five to ten regular tasks)
* Requirements (including relevant experience and knowledge of specific tools)
* Evaluation methods (like screening calls, assignments and online tests)
* Timeline (ideal start date)

Also, if you have specific people in mind that would be good candidates (like internal candidates or past applicants), let me know in this meeting so I can reach out as soon as possible.

To start you off, I’m attaching a job description template [*that we’ve used in the past for a similar position*]. You can tweak, remove and add job duties and requirements. Or we can review it together during the meeting if you like.

Please let me know which of the following options you prefer and I’ll send you a calendar invitation:

* [*Tuesday 5/15, 10-11 a.m.*]
* [*Tuesday 5/15, 2-3 p.m.*]
* [*Wednesday 5/16, 1:30-2:30 p.m.*]

If none of these time slots work for you, let me know when you’ll be available and we can find a time that works. [*Also, if you think that it’d be helpful if someone else form the hiring team joins this meeting, please let me know.*]

Thank you,

[*Your name*]

[*Email signature*]