



CLIENT INTAKE FORM

Disclaimer: Thank you for your interest in being a client of Hire Pros. This form is used to collect information about new clients and for internal purposes only. The information you provide is confidential and will be treated accordingly.

CLIENT INFO

Client Name: _____ **Website:** _____

Office Number: _____ **Direct Number:** _____

Business Name: _____ **Email:** _____

Mailing Address: _____

Industry Classification:

- | | | |
|--|---|--|
| <input type="checkbox"/> Aerospace | <input type="checkbox"/> Healthcare services | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Utility
(energy, water, gas) | <input type="checkbox"/> Professional services
(legal, accounting, consulting) | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Financial services | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> e-Commerce | <input type="checkbox"/> Business services
(advertising, printing, etc.) | |
| <input type="checkbox"/> Not-for-profit | <input type="checkbox"/> Technology/telecom services | |
| <input type="checkbox"/> Association | | |

Please briefly describe your business or organization in 2 to 3 sentences:

Your role within the organization:

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Owner/partner | <input type="checkbox"/> Senior manager | <input type="checkbox"/> Advisor |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Other: _____ | |

TALENT ACQUISITION STRATEGY

Feel free to complete as little or as much of the following as convenient. One of our Specialists will reach out to discuss your hiring goals in detail.

BACKGROUND INFORMATION

Role/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: _____ Paid Time Off: _____

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: _____

Preferred 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

SIGNATURE

Signature: _____ Date: _____

Print Name: _____