Job Launch Agenda

The purpose of this document is to make sure both the talent and hiring manager are on the same page for the position and hiring strategy. This is a living document that should be updated any time a position is opened or reopened. The hiring manager has the opportunity to fill this out prior, but ultimately, the recruiter is responsible for making sure a meeting is scheduled with the hiring manager to complete the document. All talent team members and leaders of the department will be able to access this document. This document should take around 45 minutes to complete in a meeting setting.

Role Title / Internal Title	
Level	
Salary	
Location/ Timezone Requirements	
Hiring Manager & Decision Maker Names	

Who are they?

In this section, it is open-ended, please provide as much context as possible. This will help the recruiter find the best candidates.

- Candidates who prove these skills & qualifications will be more successful at the company:
- How many years of experience would be ideal?
- What are the ideal soft skills?
- What are the ideal hard skills? (tech skills, manager experience, etc)
- Ideal candidate profile & links to ideal candidates (Include internal candidates here as well)

(Look at three candidate profiles together, and identify what makes each good or bad)
1.
2.
3.

The purpose of this is to help identify candidates that the hiring manager is looking for and to start sourcing.

Selling to the Candidate

In this section, it is open-ended, please provide as much context as possible. This will help the recruiter "sell" the position.

- Who would the candidate be working within their day-to-day outside of the engineering team?
- What would a normal day look like?
- Why is this role exciting?
    - Why is this team exciting?
- Why are you a great manager to have?
- What do diversity and inclusion efforts look like on your team?
- What is the goal and mission of the team? Are there any specific OKRs like reducing churn, providing excellent service etc?
- What are the logistics of the team? How do you communicate or meet? How do you collaborate? Who is in charge? What are the meetings for? What are you like as a manager? Do you use scrum, etc?