

**Intake Sheet**

|  |  |
| --- | --- |
| **Facts** | |
| Position: | Team/Segment: Priority Level: |
| Ideal start date: | Replacement (add name) or New: Preferred Salary Range: |
| Hiring Manager: | Location: Level: |
| What is the reason for this hire? | Are there any internal applicants  you are considering? |
| **Goals** | |
| What are the objectives/OKR’s  -  for this team/product for  2020/2021?  What are responsibilities for this  person and how can they deliver  against the team's objectives?  How will success be measured within the 6 months and first year of employment? | |
| **Why Join?**  **Positives / Negatives:** | |
| **Scope** | |
| Team Size (current and future, x-functional): |  |
| Most important stakeholders: |  |
| **Search criteria** | |
| Target industries/companies: | Language requirements: Other criteria |

N26 GmbH | Klosterstraße 62 | 10179 Berlin | Germany | n26.com

Managing Directors: Valentin Stalf, Maximilian Tayenthal



|  |  |
| --- | --- |
|  |  |
| Possible job titles: | Keywords / Key skills: What to avoid: |
| Do not reach out: | My ideal candidate: |
| Expectations & Requirements for Internal Candidates - i.e. Years of Experience and Transferable Skills if coming from other Department: | |

**Recruiter Screening/ Knockout questions** (add more if needed) - optional**:**

|  |  |
| --- | --- |
| **Q1.** |  |
| **Q2.** |  |

|  |  |  |
| --- | --- | --- |
| **Process** | | |
| **Stage** | **COMPETENCIES/SKILLS How?** | **Who?** |
| 1. Application  Review |  |  |
| 2. Screening call  (OD check for  internal hiring) |  |  |
| 3. Skill challenge |  |  |
| 4. Team Interviews |  |  |
| 5. Final Interviews  **Decision making** | Who involved? |  |
|  |  |  |

N26 GmbH | Klosterstraße 62 | 10179 Berlin | Germany | n26.com

Managing Directors: Valentin Stalf, Maximilian Tayenthal



N26 GmbH | Klosterstraße 62 | 10179 Berlin | Germany | n26.com Managing Directors: Valentin Stalf, Maximilian Tayenthal