

**Intake Sheet**

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| **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



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| 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**:**

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

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| **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? |  |
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