

# 4 Request an Intake Meeting: From Recruiter to Hiring Manager Email Template

## Gentle Reminder Email (Intake Meeting)

Subject: Gentle Reminder: Intake Meeting Request

Hi [Hiring Manager's Name],

I hope this message finds you well. I wanted to follow up on my previous request to schedule an intake meeting for the [Job Title] position. Your insights are important to us as we aim to find the best fit for your team.

Could you let me know your available times this week or next? We're eager to get started and value your input in the process.

Thank you for your attention to this. Looking forward to your response.

Best regards,

[Your Name] [Your Position] [Your Contact Information]

## Intake Meeting Confirmation Email

Subject: Confirmation of Intake Meeting

Hi [Hiring Manager's Name],

Thank you for agreeing to meet and discuss the upcoming role. I'm looking forward to our intake meeting to align on the requirements and expectations.

Here are the details for our meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Platform:** [Insert Location/Platform]

The goal of this meeting is to understand the key aspects of the position and any specific qualifications or skills you are looking for in candidates.

Please let me know if there's anything specific you would like to add to the agenda or if there are any changes to the schedule.

Looking forward to our conversation!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

## Post-Intake Meeting Summary Email

Subject: Post-Intake Meeting Summary

Hi [Hiring Manager's Name],

Thank you for taking the time to meet with me earlier. Here's a quick summary of our discussion:

- **Role Overview:** We discussed the key responsibilities and expectations for the [Job Title] role.
- **Candidate Profile:** You highlighted the must-have skills and experience, including [list any specific skills].
- **Timeline:** We agreed on the following timeline for the recruitment process: [insert timeline details].
- **Next Steps:**
  - I'll start sourcing candidates based on our discussion.
  - We'll reconvene on [insert date] to review initial candidates.

Please let me know if there's anything I missed or if you have further thoughts. Looking forward to working together to find the right fit for your team!

Best,

[Your Name] [Your Position] [Your Contact Information]

## Revised Requirements Request Email

Subject: Request for Updated Requirements for [Job Title] Role

Hi [Hiring Manager's Name],

I hope this message finds you well. After reviewing the initial batch of candidates for the [Job Title] position, it seems we might need to revisit the job requirements to better align with the ideal candidate profile.

Could you please let me know a convenient time for us to discuss any adjustments or updates you think are necessary? This will help us focus our search and ensure we're attracting the most suitable candidates.

Looking forward to your insights.

Best regards,