

HR Business Partner Intake

HR Business Partner Intake/Relationship Meeting

Background Info

Region: Business Unit: Department: HR Business Partner: Recruiter: Date:	
Jobs most frequently recruited for in this business area:	
Department priorities: <ul style="list-style-type: none">• What are the 3 biggest goals for the year?• What HR initiatives or projects are currently active?• What are potential obstacles to TA success?	
HRBP Background: <ul style="list-style-type: none">• Where have you worked?• Which business leaders are you primarily aligned with?• Which hiring managers are you primarily aligned with?	

Engagement Info

How frequently will we communicate?: Communication format (phone, text or e-mail?): Copied on candidate slates?:	
How/when is best to involve HRBP in a "typical" requisition?:	

How will we manage problem situations?:	
How frequently will we meet?:	
What are the key, non-requisition drivers for us to meet?:	
Who are your primary partners in other areas of HR?:	
What large, company-wide or cross-departmental HR projects are currently underway?:	
What are your key priorities?:	

Requisition Info (if meeting is focused on a specific opening)

How long was the recruiting cycle the last time this, or a similar position was open?	
What challenges were faced last time? What tactics, strategies or resources were effective last time?	
Compelling Selling Points for this Opportunity: <ul style="list-style-type: none"> • What will they learn, do, contribute? • Why come here now? • What are the big challenges? • What kind of people work on this team now? • What's the career path? 	
Who else needs to be in alignment?	