

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

Hello **Shane B Rosario**,

Good day!

I would like to schedule a meeting with you this week to discuss the requirements and candidate profile for the job position of **Social Media Manager** that we are about to open.

I would require you to brief me information on the following points:

- Employment type
- Job requirements
- Job duties
- Evaluation methodologies
- Salary

If you have specific people in mind that would be good candidates for this position, including internal candidates and past-applicants, please inform me so that I can reach out to them as soon as possible.

Regards,

Howard M Osborne

