

The TA.guru Blueprint: Hiring Manager Kickoff Agenda

How to use this template: Do not just send this to your Hiring Manager to fill out. Use this as your active agenda to guide the kickoff conversation. The goal is to uncover the business problem this role solves, align on the exact profile, and establish a partnership.

The Business Need & Impact

Stop asking for "years of experience" and start uncovering the reality of the role.

Why is this role open? (Net-new headcount, backfill, or restructuring?)

What is the core business problem this person needs to solve?

What does success look like in 30, 90, and 180 days?

What happens if we don't fill this role in the next 60 days? (This establishes urgency and priorities.)



Who are the key internal stakeholders this person will interact with daily?

The Profile & Calibration

Define the non-negotiables versus the "nice-to-haves."

What are the 3 absolute must-have technical/functional skills? (If a candidate lacks these, it's an immediate rejection).

What are the "nice-to-haves" that we are willing to teach or compromise on?

Where have we historically found the best talent for your team? (Specific companies, industries, or competitors).

Are there any companies or backgrounds we should strictly avoid?





Let's calibrate: (Recruiter Note: Come prepared with 3-4 blind LinkedIn profiles. Ask the HM to review them live on the call and explain *why* they would or wouldn't interview them).

The Pitch (Employee Value Proposition)

Top talent isn't looking for a job; they are looking for an opportunity. How do we sell this?

Why would a top performer leave their current, comfortable job to take this role?

What is the most exciting technical or business challenge this person will get to tackle?

What is the career trajectory for this position over the next 2-3 years?

What is our compensation band, and is there flexibility for a "unicorn" candidate?
(Outline Base, Bonus, and Equity).





The Interview Process & Assessment

Map the candidate journey to prevent bottlenecks.

Step 1: Recruiter Screen (What 2-3 specific technical/domain questions do you want me to ask on the first call?)

Step 2: Hiring Manager Interview (What is the focus of this round?)

Step 3: Technical/Functional Assessment (Will there be a take-home task, a live whiteboarding session, or a portfolio review?)

Step 4: Final Panel / Culture Add (Who is on the panel, and what specific competency is each person assessing?)

Are all interviewers calibrated and available over the next 3 weeks?





Partnership & Commitments (Ways of Working)

Set the ground rules for accountability.

- **Feedback Loop:** "I commit to submitting screened profiles within [X] days. Can you commit to providing written feedback within 24 hours of a submittal or interview?"
- **Communication:** "How do you prefer I communicate updates? (Slack channel, weekly 15-minute sync, or end-of-week email?)"
- **Blockers:** "If pipeline dries up or we aren't hitting the mark, I will flag it immediately so we can recalibrate the requirements or compensation."

 **TA.guru Pro-Tip:** *Never leave a kickoff meeting without scheduling your first pipeline review. Lock in a 15-minute calendar invite for 5 days post-kickoff to review the first batch of sourced profiles together.*

