VACANCY INTAKE FORM - ENGINEERING

## 1. General Vacancy Information

Job title:

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Department / Team:

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Hiring manager's name:

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Date intake interview:

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Urgency (low / medium / high):

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Reason for vacancy: ☐ Replacement ☐ Expansion ☐ New project

## 2. Job content

Core responsibilities:

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Projects/Products:

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Typical working day:

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Tools/technologies used: ☐ SolidWorks ☐ AutoCAD ☐ Matlab ☐ PLC ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

Team size & structure:

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Reports to:

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## 3. Requirements & Competences

Education level: ☐ MBO ☐ Bachelor ☐ Master ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

Experience (years/type):

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Must-haves (technical):

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Nice-to-haves:

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Language knowledge: ☐ Dutch ☐ English ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

Soft skills: ☐ Proactive ☐ Accurate ☐ Communicative ☐ Problem-solving ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

## 4. Organisation & Context

Why is this role attractive?

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Team/corporate culture:

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Advancement opportunities:

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Location & flexibility (working from home):

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## 5. Employment conditions

Salary indication:

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Contract form: ☐ Permanent ☐ Temporary ☐ Interim

Start date:

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Number of hours per week: ☐ 32 hours ☐ 36 hours ☐ 40 hours ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

Secondary conditions (such as car, pension, etc.):

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## 6. Recruitment strategy

Are there internal candidates or previous applicants?

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External publication permitted? ☐ Yes ☐ No

Preferred channels for publication: ☐ LinkedIn ☐ Website ☐ Job boards ☐ Recruitment agency

Specific selection concerns:

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