**Client: Farmers Insurance**

**Position:** Information Security Analyst

**Manager Info:** Ray Daugherty

**Did the Manager receive Insights and Understanding Training?** Click or tap here to enter text.

**TA/MSP:** NA

Date of intake: 6/30/2022

Date Req. Received by Concierge: 6/22/22

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| **Account Manager opens meeting and Team introductions:**  | "I'm \_\_\_\_ Concierge Advisor.  Concierge Services at Rangam are a resource to both Talent and Managers through this program’s hiring process.  We specialize in support with a focus on making discussions about accommodations and accessibility needs easy. Along with the rest of the team, we'll help you access training and resources for success while you engage with the program.   |

**Copy JD as is and use to edit in real time and align with preferred JD Preferred JD Template**

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|  | SourceAbled is seeking candidates for an **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ role for our major \_\_\_\_\_\_\_ industry client**living in or around **\_\_\_\_\_\_\_\_,** or willing to relocate (relocation package available). **Candidates with (insert disability type according to program) are encouraged to apply for this job.**In this role, (insert role description). You should have an understanding of and be able to (insert skills and knowledge-base requirements)Other responsibilities include but are not limited to the following:* + Skill/function 1
	+ Skill/function 2
	+ Skill/function 3

**Required**(Must have skills)**Desired**(Great to haves and strongly preferred skills)**Other Desired**(Good to haves, bonus skills)It is the policy of Rangam Consultants, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status. |

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| **Questions to cover:** | **“Tell me about the day to day responsibilities of this role, in your own words”****Reviewing evidence and artifacts for suppliers, kick off calls, generating reports, summary of findings, interacting with procurement, suppliers, vendors, spreadsheets, and power point Excel, outlook,** **“Looking at all of the skills listed, which are the top 3 you are looking for in order of importance”****Security exp or background, IT systems, penetration testing, tech helpdesk, investigative mindset** **“Let’s review the job requirements, can you tell me which ones are must haves and which are nice to haves”**Click or tap here to enter text.**“Let’s review the soft skills. I see communication listed, can you provide details about the type of communication skills required”****Detail Oriented, ability to summarize tech language, and decipher tech language** **“Taking into account non-traditional resumes and work history, are their requirements that can be flexible and which are firm”**Click or tap here to enter text.**“Let’s review the workplace environment: setting, high traffic area, quiet or loud spaces, dress code, etc”****Remote** **“Let’s talk about performance expectations and team meetings”****3-4 hrs of meetings, running kick off calls to access problems** **“About the hiring and interview process: start date, submitted by, type of interview, submitting accommodations”**Click or tap here to enter text.**“Questions about requisition invoice details (if not already completed): cost center, payrate, PO, job code”**Click or tap here to enter text. |
| **Other Notes:** | **Flexiblity with kick off calls youring chat and Webex**  |

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| **Concierge Closing** | Thank you again, I will send a follow up email with information about training. We will connect again when someone is hired, but you are always welcome to reach out with any questions.  |

**Next Steps:**

[ ]  Send thank you email with connections to any needs (like training links as an example)

[ ]  Update SA req. and job description, upload Position Intake to the requisition

[ ]  Update Hiring Manager info in SA

[ ]  Email this form to concierge@sourceabled.com with “Position Intake Complete” as subject and cc AM and WDSM and Eileen S.

[ ]  Connect with AM to post job to relevant job boards.??