

## Recruiter Training Content

The recruiting, interviewing, and screening responsibilities of HR recruiters can be further broken down by daily job duties, which include: Partnering with hiring managers to determine staffing needs. Screening resumes. Performing in-person and phone interviews with candidates.

- **Candidate Screening**
  - **Interviewing**
  - **Reference & Background Checks**
  - **Telephone Etiquettes**
1. Design and implement overall recruiting strategy
  2. Develop and update job descriptions and job specifications
  3. Perform job and task analysis to document job requirements and objectives
  4. Prepare and post jobs to appropriate job board/newspapers/colleges etc
  5. Source and attract candidates by using databases, social media etc
  6. Screen candidates resumes and job applications
  7. Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule
  8. Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
  9. Onboard new employees in order to become fully integrated
  10. Monitor and apply HR recruiting best practices
  11. Provide analytical and well documented reports to the rest of the team
  12. Act as a point of contact and build influential candidate relationships during the selection process
  13. Promote company's reputation as "best place to work".