

**Description:** Recruiter

**Recruiter Job Purpose:** Achieves staffing objectives by recruiting and evaluating job candidates; advising managers; managing relocations and intern program.

**Recruiter Job Duties:**

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews; arranging community tours.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Manages intern program; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching.
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks; participating in professional organizations.
- Accomplishes human resources and organization mission by completing related results as needed.

**Skills/Qualifications:** Phone Skills, Recruiting, Interviewing Skills, Supports Diversity, Employment Law, Results Driven, Professionalism, Organization, Project Management, Judgment

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