

Why Work as a... Recruitment Resourcer

A solution for your training needs and career progression

ROLE OVERVIEW

A recruitment resourcer may be employed in any organisation that requires a recruitment function. Their role is to identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief and provide resourcing support to the recruitment function. They may also be required to identify new business opportunities.

KEY POINTS

- **Level:** 2
- **Duration:** 12 months + End Point Assessment
- **Entry requirements:** You may be required to undertake training in maths and English. See [HERE](#) for more information
- **Career progression:** Options include Business Administrator, Recruitment Consultant and Sales Executive

KNOWLEDGE REQUIREMENTS

- The candidate attraction and selection processes
- The legal, regulatory and ethical requirements and appropriate codes of practice when resourcing
- Agreed job related Key Performance Indicators (assessment completed, interviews etc) and how they will be assessed and measured during the apprenticeship
- Recruitment sales techniques and processes and how to support them
- How to initiate, build and maintain relationships with candidates
- The principles and importance of using research, for resourcing
- The recruitment industry and the principles of the recruitment models

SKILL REQUIREMENTS

- Research, identify and attract candidates using all appropriate methods to satisfy job requirements
- Write, place and update adverts in line with company procedures
- Monitor responses/applications received and make sure that candidate's applications are processed efficiently
- Initiate, manage and develop candidate relationships
- Proactively and consistently strive to identify new candidate and client opportunities

BEHAVIOUR REQUIREMENTS

- Takes independent action to fulfil work tasks
- Continues to make effective candidate resourcing contacts despite initial setbacks
- Clear on their personal objectives and plans accordingly
- Accurate data entry of candidate details
- Operates under the spirit of codes of practice, ethics and the law
- Someone who can pay attention, interact and support a conversation

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