



Recruitment Resourcer

Course Duration / 12 Months Level 2

Apprenticeship Standard

Identifying, attracting and shortlisting candidates for the recruitment process to fulfil the requirements of the business brief

Course 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. Typical responsibilities for a recruitment resourcer are:

- * Research, identify attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief.
- * Identify new business opportunities through a variety of means and refer these opportunities to the recruiter.
- * Meet all procedures and carry out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to.

A career in recruitment as a recruitment resourcer can appeal to those individuals who possess an entrepreneurial outlook. It provides the opportunity for reward and high earning potential. Many opportunities arise for professional and personal development within the recruitment sector with transferable skills being respected throughout industry as a whole.



Contact Us

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Recruitment Resoucer Course Content

Knowledge

The recruitment resoucer will need to understand.

- * The candidate attraction and selection processes
- * The legal, regulatory and ethical requirements and appropriate codes of practice when resourcing
- * Recruitment sales techniques and processes and how to support them
- * Market rates and conditions within their sector
- * How to initiate, build and maintain relationships with candidates
- * The recruitment industry and the principles of the recruitment models
- * Employee rights and responsibilities including equality, diversity and inclusion

Skills

- * 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
- * Qualify, shortlist and present suitable candidates against defined job vacancies
- * Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams
- * Initiate, manage and develop candidate relationships
- * Identify and progress leads as required
- * Contribute to the development of a recruitment resourcing plan
- * Proactively and consistently strive to identify new candidate and client opportunities
- * Provide pre-employment and compliance checks in line with company policy and relevant legislation

Behaviours

- * Someone who takes independent action to fulfil work tasks
- * Someone who continues to make effective candidate resourcing contacts despite initial setbacks
- * An individual who is clear on their personal objectives and plans accordingly
- * Someone who can plan workloads and undertake tasks systematically. If no clear opportunity is found then they will seek help
- * Someone who can seek new ways to achieve tasks
- * Someone who has good attention to detail