

RECRUITMENT RESOURCER

Reference Number: ST0321

Details of standard

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. Typical responsibilities for a recruitment resourcer are:

1. Research, identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief
2. Identify new business opportunities through a variety of means and refer these opportunities to a recruiter
3. 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.

Core Technical Knowledge and Understanding

The recruitment resourcer will need to understand:

- 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
- Market rates and conditions within their sector
- How to initiate, build and maintain relationships with candidates
- The principles and importance of using research, for resourcing, including:
 - quantitative and qualitative research methods
 - research validity and reliability
 - sources of research information
- The recruitment industry and the principles of the recruitment models
- Employee rights and responsibilities including equality, diversity and inclusion

Core Technical Skills

The recruitment resourcer will need to:

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 first line support for all enquiries
- Provide pre-employment and compliance checks in line with company policy and relevant legislation
- Provide support to ensure that the candidates and clients receive a professional and comprehensive recruitment service at all times
- Seek and provide feedback in a professional manner at all times to candidates
- Accurately record candidate and client information on the recruitment database
- Utilise database information in line with relevant legislation and best practice
- Escalate non-compliance where appropriate
- Meet agreed Key Performance Indicators (e.g. interviews arranged, candidates sourced etc)

Core Behavioural Attributes

Behaviour	Example
Self-motivation	Someone who takes independent action to fulfil work tasks
Tenacity and resilience	Someone who continues to make effective candidate resourcing contacts despite initial setbacks.
Ambition, drive and determination	An individual who is clear on their personal objectives and plans accordingly
Ability to prioritise and escalate where necessary	Someone who can plan workloads and undertake tasks systematically. If no clear priority is found then they will seek help.
Innovative	Someone who seeks new ways to achieve tasks
Attention to detail	Accurate data entry of candidate details
Ethical customer focused approach	An individual who operates under the spirit of codes of practice, ethics and the law

Are very organised

An organised individual would be able to organise their time in an efficient manner

Good questioning and listening

Someone who can pay attention, interact and support a conversation, probing for further information when required

Qualifications

To successfully complete this apprenticeship the learner will need to complete one level 2 knowledge qualification and one level 2 competency qualification as listed below: Knowledge:

- Level 2 Certificate in Recruitment Resourcing
- Level 2 NVQ Certificate in Recruitment Resourcing

Apprentices must achieve level 1 English and maths and take the test for level 2 prior to taking their EPA

Professional Recognition and Progression

The role of recruitment resourcer is one of the roles at the beginning of a career in recruitment and this apprenticeship can provide a progression into a number of other roles within the industry. One such route of progression is to a level 3 apprenticeship in recruitment consultancy. Learners who complete these qualifications above will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters.

Review of Standard

This standard will be reviewed in three years

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Version log

VERSION	CHANGE DETAIL	EARLIEST START DATE	LATEST START DATE	LATEST END DATE
1.0	Approved for delivery	20/12/2017	Not set	Not set