

DISYS at a Glance: India's No 1 US staffing company.

- Incorporated in 1994 headquartered in HQ US (McLean, VA)
- Billion dollar company
- Certified Minority Business Enterprise (MBE)
- More than 8000 employees
- ISO 27001, ISO 9001 and ITIL Quality Assurance Programs
- Hybrid on-site, nearshore and offshore service models
- Global Delivery Centers Across the World
- Digital Intelligence Systems, LLC (DISYS) is a global staffing, IT consulting & managed services firm with more than 33 offices worldwide.
- India Operation – Chennai, Noida, Bangalore, Mumbai and Pune.

Please visit our website www.disys.com.

What is Recruitment

Recruitment is the process of finding and attracting capable applicants for the employment. In other words recruitment is about finding the right talent, for the right job at the right time.

What is US staffing

US Staffing is a Talent Acquisition Industry which brings together HR Departments of the Clients, the VMS and the managers of staffing companies to hire the best talent for the vacant jobs in shortest possible time.

Recruiter (US Staffing) – Training will be provided.

The Technical Recruiter is responsible for learning the recruiting process and strategies and successfully start recruiting independently under the mentorship of their Team Lead. This position performs a wide variety of tasks and relies on experience and judgment to plan and accomplish goals.

Key Participants in US staffing

Following are the people who play major role in US staffing industry.

- Client
- Account Management or Delivery Manager (Onshore coordinators of Staffing Agency)
- Candidate
- VMS
- **We, the RECRUITERS !!!**

Day – Day Activity of a Recruiter

- Pick up the Job requirement/Or Job requirement will be assigned by the TL.
- Requirement understanding
- Identifying the candidates through various job portals and job engines. (Monster/Dice, Career builder, LinkedIn and formulating the Search Strings(key words, Boolean Search))
- Calling prospective candidates in US.
- Screening them as per the requirement
- Reserving the best match candidates to the given job and sending them Right to Represent (RTR).
- Once RTR is received, preparing the submission of the resume (formatting, prepare summaries).
- Submitting the resume to the account manager. Account Manager will consult the candidate if required.
- Resume is submitted to the client and client provides the feedback Pos to the feedback recruiter arranges the interview and confirm it with the client. – Closure

Desired Candidate Profile

The right Candidate must be motivated, energetic, have strong communication/negotiating skills and work well in a team setting.

This role must be able to work well under pressure and with production goals while providing a high level of customer service to our internal sales organization as well to both clients and candidates.

- Excellent command over English (BOTH spoken and written)
- Eagerness to learn, understand the IT Technology and skills
- Willing to work in US timings (Night Shift)
- Excellent networking skills, people person and team player
- Creative and Research Oriented
- Good Reasoning, Quantitative Skills and organization skills
- Strong Analytical and interpersonal skills
- Good comprehension and articulation skills