0. Prelude: Way of Work - Organization, Best Practice, Top of Mind

In this training you'll find the best practice to run your desk effectively; what it means to be successful not only for yourself but for everyone that you'll be working with. Here are some quick highlights and reminders to get us started.

Throughout the training, you'll see many examples. The goal is to get you in the habit of being bold and being a great recruiter. We won't cover every scenario, but you will be equipped with the skills to adapt to any situation.

APN (our ATS) - HiTalent

Having a centralized ATS (Applicant Tracking System) throughout the recruitment process is key. By utilizing APN, everyone has a clear view of important updates and information related to the job req. and candidate.

(in each module, we'll dive deeper into APN and how to utilize our ATS)

- APN is designed as a one-stop-shop for all your recruitment needs.
- All updates regarding your candidate should be up-to-date and in APN as well.
  - Update your notes as soon as possible to avoid a backlog in your own schedule.
- Feel free to share your ideas on improving the system with your leaders!

Stay Organized

- Utilize all the tools provided to you
  - Schedule all your meetings, tasks, reminders, etc. in Lark
  - APN for organizing your candidates in Hotlist, Candidate Information, Status Update, and more

Remember...

- You're always someone's partner, whether it be with your Account Managers, sourcers, or candidates.
  - **Communication, expectation, and accountability** are key to becoming a **Trusted Recruiter. (RELATIONSHIP)**

Links to Other Modules