

# Types of Recruitment

Type Of Recruitment	Description
Internal Recruitement	This approach --> great opportunity -> career growth opportunity -> to -> existing employees -> improving -> employee retention
External Recruitement	Classic method of recruitment -> advertizing -> job vacancies -> to -> wider public .  More Personal -> Recruiter -> Connect with ->Potenial Candidates
Referral Recruitement	Existing Employees -> Refer -> Suitable Candidates -> for -> Job Vacancies -> within -> Organization
HeadHunting Recruitement	Proactive method of recruitment -> seeking out potenial candidates -> through -> various channels  ➤ Social Media ➤ Professional Networks ➤ Referrals
RPO	Outsourcing your recruitment to third party provider

## US IT Recruitment Introduction

- 5 Things To keep on focus
- Qualifications
- Payscale
- Good/Bad
- Growth Ladder
- Future Scope
- Qualifications
- Completed Gradutation
- Good Communication Skills
- Basic Things US IT Recruitment

# US Recruitment Fundamentals

## ➤ 50 States In USA

**US States | Abbreviations | Pronunciation**

Picture in picture

- Alabama (AL)
- Alaska (AK)
- Arizona (AZ)
- Arkansas (AR)
- California (CA)
- Colorado (CO)
- Connecticut (CT)
- Delaware (DE)
- Florida (FL)
- Georgia (GA)
- Hawaii (HI)
- Idaho (ID)
- Illinois (IL)
- Indiana (IN)
- Iowa (IA)
- Kansas (KS)
- Kentucky (KY)
- Louisiana (LA)
- Maine (ME)
- Maryland (MD)
- Massachusetts (MA)
- Michigan (MI)
- Minnesota (MN)
- Mississippi (MS)
- Missouri (MO)
- Montana (MT)
- Nebraska (NE)
- Nevada (NV)
- New Hampshire (NH)
- New Jersey (NJ)

15:10 • US States Abbr... CC itrecruit.com

- New Mexico (NM)
- New York (NY)
- North Dakota (ND)
- North Carolina (NC)
- Ohio (OH)
- Oklahoma (OK)
- Oregon (OR)
- Pennsylvania (PA)
- Rhode Island (RI)
- South Carolina (SC)
- South Dakota (SD)
- Tennessee (TN)
- Texas (TX)
- Utah (UT)
- Vermont (VT)
- Virginia (VA)
- West Virginia (WV)
- Wisconsin (WI)
- Wyoming (WY)
- Washington (WA)

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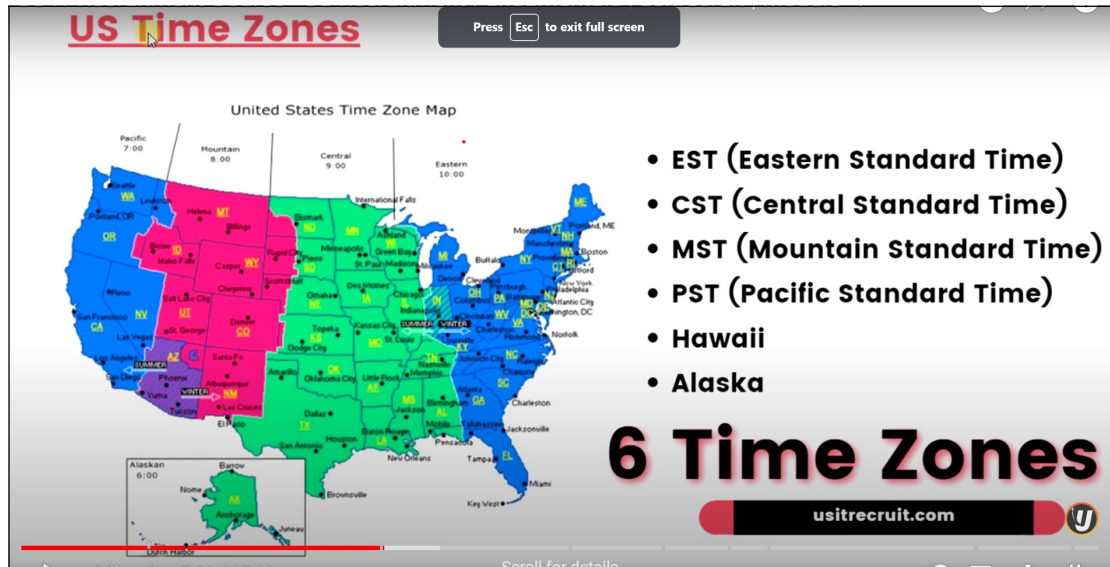
**USA Map**

Press Esc to exit full screen

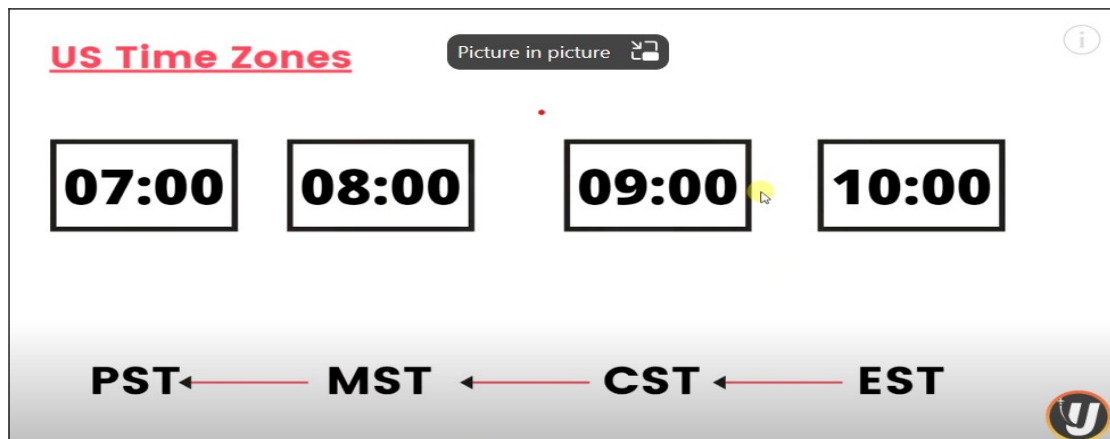
Capital - Washington D.C.

# 50 States

## ➤ Timezones In USA



Timezones in India    EST-Highest Standard Time    Each Standard Time is 1hr difference



## ➤ Basics US Recruitement Technology

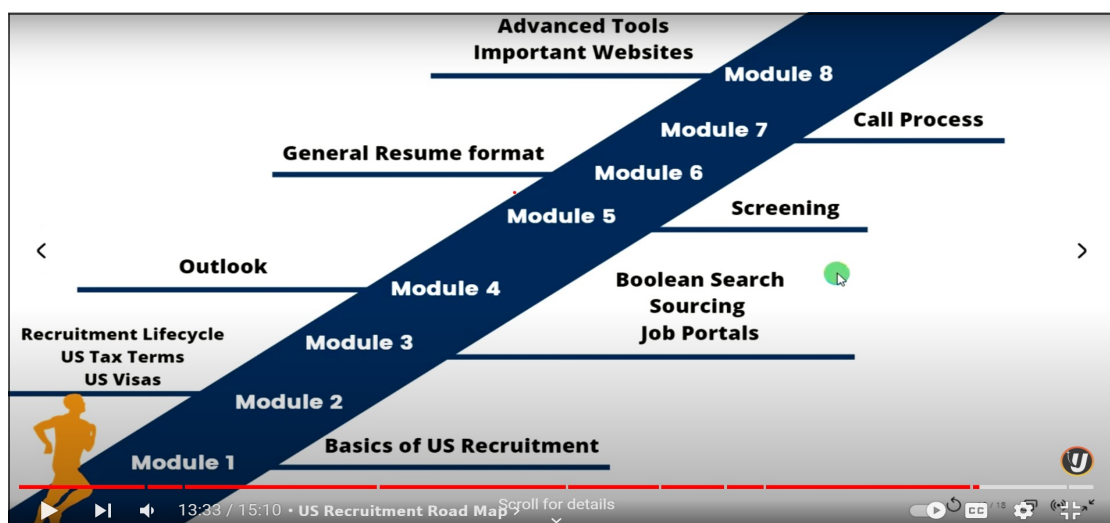
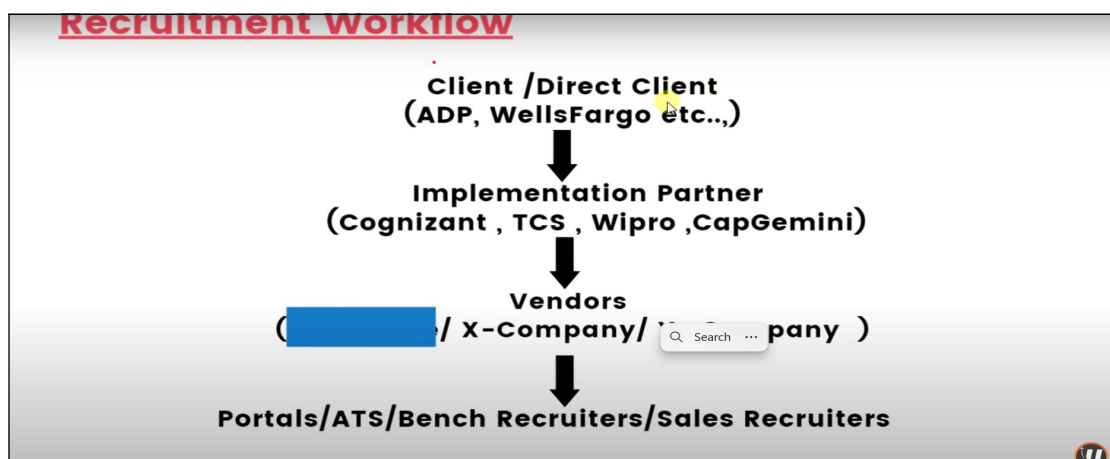
**Basic US Recruitment Terminology\_**

- Sourcing
- Screening
- Submission
- VMS
- MSP
- Bill rate
- Pay Rate
- Hotlist
- Client
- Direct client
- Implementation partner

## ➤ US Growth Ladder



## ➤ Recruitment Workflow



# Understanding Job Descriptions

## JD Example

Assists with the design/development of software solutions requiring general domain knowledge and limited business expertise.

Troubleshoots code issues and continuously evolves IQVIAs platforms to meet user requirements/needs.

### Analyzing JD Link

Link : -> Glassdoor.io -> <https://glasssquid.io/try-analyze>

## US Recruitment Terminology



DefNo1	Name	Defination	Comments
1	Sourcing	Art of finding the exact candidate to a given role.	2 Types - Active and Passive
2	Screening	Process of determining the qualified candidates resume based on their skillset,communication skills ,payrates and many other factors.	3 Types - Resume,Document and Social
3	Submission	Finds the best fit for the jd ,he or should send the CV to the Account Manager or TL for further process.	Internal and Extrenal
4	MSP (Manage Service Provider)	Organization that outsources it workforce efforts by understanding the administrator levels.	

5	Bill Rate	Rate which is given by the client to the vendors or subvendors.	
6	Pay Rate	Rate which is given by consultant to the recruiter on behalf of their organization	
7	Hotlist	List for consultants who are on the Bench/payroll associated with the vendor company.	Bench Recruiters deal with it
8	Direct Client	Recruitment firms who work directly for clients without any layer or implementation partner between.	
9	Implementation Partner	Company which implements the project or provides the man force with the help of vendors or sub vendors.	
10	VMS	Acts as a mechanism for Business to procure and manage contingent workforce.	Vendor Management System

#### **MSP**

For instance, let's say your agency is working with a tech company that needs to hire software engineers.

You'd identify the specific skill sets required.

Use various recruitment channels to source candidates, conduct technical assessments, and present a shortlist of qualified candidates to the company.

Throughout this process, you'd maintain open communication with both the client and candidates, ensuring a smooth and efficient recruitment experience for all parties involved.

## **Types of US Visas**

Number	Name	Details
1	H1B Visa	<ul style="list-style-type: none"> <li>✓ Non Immigrant Visa(Work Visa)</li> <li>✓ Who want to work in USA/Outside USA</li> <li>✓ Valid - 6 Years</li> </ul>
2	H4 Visa	<ul style="list-style-type: none"> <li>✓ Dependent on H1B Visa</li> <li>✓ Given to the spouse or children under the age of 21.</li> </ul>
3	Green Card	<ul style="list-style-type: none"> <li>✓ Permanent Residence in US</li> <li>✓ Living in US for 16 or 20 years.</li> </ul>
4	F1 Visa	<ul style="list-style-type: none"> <li>✓ Valid - 5 yrs</li> <li>✓ Student Visa</li> <li>✓ OPT and CPT</li> <li>✓ Student can work for 20 weeks 20 hrs week</li> <li>✓ Permission to work off campus - OPT and CPT</li> </ul>
5	OPT and CPT	<ul style="list-style-type: none"> <li>✓ Optional Practical Training</li> <li>✓ Curriculum Practical Training</li> </ul>

6	TN Visa	<ul style="list-style-type: none"> <li>✓ Trade NAFTA</li> <li>✓ Canada and Mexico</li> <li>✓ Valid -3 yrs</li> <li>✓ TN1 - Canadians      TN2 - Mexicos</li> </ul>
7	L1 Visa	<ul style="list-style-type: none"> <li>✓ Intercompany Transfer</li> <li>✓ Valid - 7 years</li> <li>✓ Transfer their employees to work in US for the same company.</li> <li>✓ L2 is Dependent Visa</li> </ul>

## Tax Terms in US Staffing

Name	Details
C2C - Corp to Corp	Agreement between two corporations. Tax will be paid by the employer on behalf of candidate.
W2 Tax	Agreement between candidate or individual to a corporation. Tax will be paid by employer.
1099	Individual Contributor/Freelancer working on his own.

## Sourcing Strategies

### ➤ Types of Sourcing

Type	Details
Active	Actively looking for the jobs.
Passive	Not looking for the jobs.

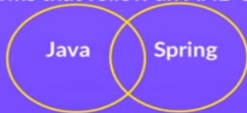

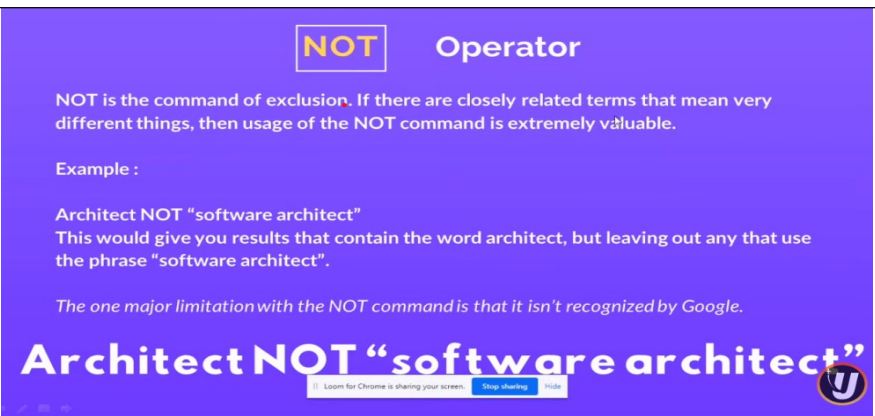
### ➤ Ways of Sourcing Candidates



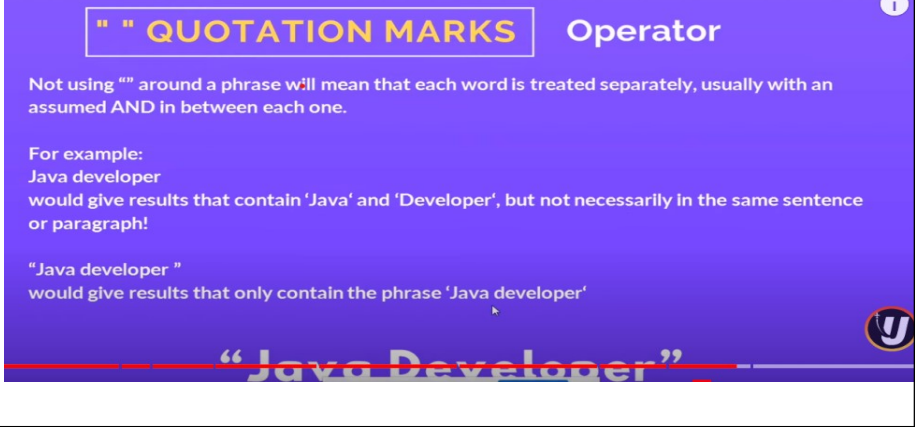
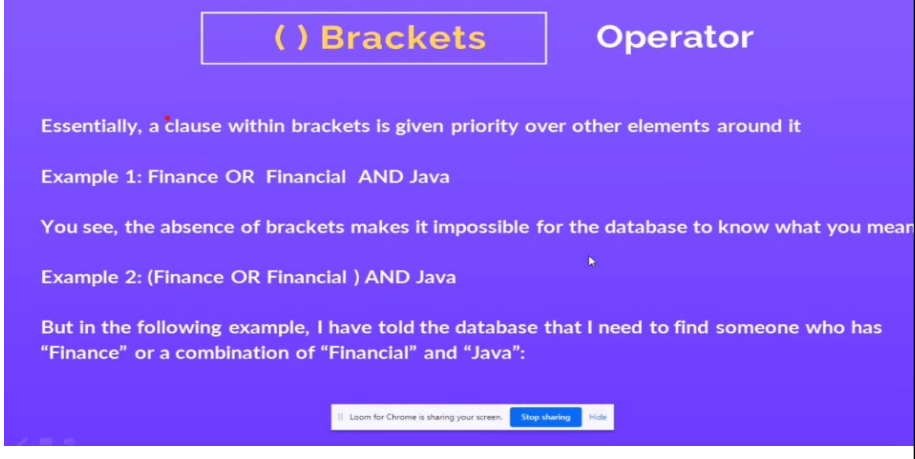


# Boolean Search and Effective Communication

- Invented By Mr George Boole
- It is the way to organize search by using the combination of Boolean operators and keywords in Job Description.
- 5 Types of Search Parameters

Type	Detail
AND	<p><b>AND Operator</b></p> <p>AND is the simplest function to apply. Any search terms that follow an AND command must appear in the result.</p> <p>Example :</p> <p>Java AND Spring</p> <ul style="list-style-type: none"><li>• Will give results that include both the word Java and Spring</li><li>• All search results will include both</li><li>• Any CVs that have either Java or Spring (but not both) will not appear.</li><li>• By using AND we are narrowing our search.</li></ul> <p><b>Java AND Spring</b></p> 
OR	<p><b>OR Operator</b></p> <p>OR provides options into a search. Usage of the OR command allows you to create a list of possibilities for which only one match is important.</p> <ul style="list-style-type: none"><li>• The following search phrase would give you results that contain one or more of the stated words</li><li>• By using OR we are broadening/expanding our search</li><li>• OR enables us to find hidden talent</li></ul> <p><b>Tester OR Testing</b></p> 
NOT	<p><b>NOT Operator</b></p> <p>NOT is the command of exclusion. If there are closely related terms that mean very different things, then usage of the NOT command is extremely valuable.</p> <p>Example :</p> <p>Architect NOT "software architect"</p> <p>This would give you results that contain the word architect, but leaving out any that use the phrase "software architect".</p> <p><i>The one major limitation with the NOT command is that it isn't recognized by Google.</i></p> <p><b>Architect NOT "software architect"</b></p> 



<p>Quotation Marks " "</p>	<div> <div> " " QUOTATION MARKS </div> <div>Operator</div> </div> <p>Not using "" around a phrase will mean that each word is treated separately, usually with an assumed AND in between each one.</p> <p>For example: Java developer would give results that contain 'Java' and 'Developer', but not necessarily in the same sentence or paragraph!</p> <p>"Java developer " would give results that only contain the phrase 'Java developer'</p> 
<p>Brackets</p>	<div> <div>( ) Brackets</div> <div>Operator</div> </div> <p>Essentially, a clause within brackets is given priority over other elements around it</p> <p>Example 1: Finance OR Financial AND Java</p> <p>You see, the absence of brackets makes it impossible for the database to know what you mean</p> <p>Example 2: (Finance OR Financial ) AND Java</p> <p>But in the following example, I have told the database that I need to find someone who has "Finance" or a combination of "Financial" and "Java":</p> 

## ➤ Preparing for Calls as a Recruiter