

CASE STUDY

Hiring Recruiters by Dian Bagas

Case:

ABC Company wants to expand its human resources department by hiring new recruiters, and decided to consider hiring a recent graduate for the position. The company is interested in potential benefits of hiring recent graduates and assessing their suitability for a recruiter position.

Job Analysis:

Job Title	Recruiter
Department	Human Resources Department
Reports To	HR Manager
Job Summary	
The Recruiter is responsible for sourcing, screening, interviewing, and hiring candidates for the company. The Recruiter will work closely with the HR team and report to the HR Manager. Recruiter needs to ensure that the recruitment process is efficient and effective.	
Key Responsibilities	
<ul style="list-style-type: none">• Develop and implement recruitment strategies to attract and retain top talent• Conduct job analysis and create job descriptions for open positions• Source and screen candidates through various channels, such as job boards, social media, and employee referrals• Schedule and conduct interviews with candidates, both in-person and virtually• Administer pre-employment assessments and tests• Conduct background and reference checks on selected candidates• Negotiate and extend job offers to successful candidates• Collaborate with hiring managers and HR team members to ensure a smooth onboarding process for new hires• Maintain accurate and up-to-date recruitment metrics and reports• Participate in college and career fairs to attract potential candidates• Provide an exceptional candidate experience throughout the recruitment process	
Qualifications	
<ul style="list-style-type: none">• Bachelor's degree in Human Resources, Psychology, or a related field• 1-2 years of experience in recruiting or HR-related field preferred but not required (Fresh graduates/Entry level applicants are encouraged to apply)• Strong communication and interpersonal skills• Ability to prioritize and manage multiple tasks and deadlines• Knowledge of labor laws and regulations related to employment	
Work Environment	The work environment is in an office setting, with occasional off-site meetings and events.

Job Advertisement:

We Are Hiring

JOIN US!

Recruiter

ABC Company is seeking a motivated and talented Recruiter to join our HR team. As a Recruiter, you will play a crucial role in attracting and hiring top talent to help drive our company's growth and success.

Qualification

- Bachelor's degree in Human Resources, Psychology, or a related field
- 1-2 years of experience in recruiting or HR-related field preferred but not required (**Fresh graduates/Entry level applicants are encouraged to apply**)
- Strong communication and interpersonal skills
- Ability to prioritize and manage multiple tasks and deadlines
- Knowledge of labor laws and regulations related to employment

To apply, please submit your resume and cover letter to

abc@company.com

WWW.REALLYGREATSITE.COM

ABC Company is seeking a motivated and talented Recruiter to join our HR team. As a Recruiter, you will play a crucial role in attracting and hiring top talent to help drive our company's growth and success.

Responsibilities:

- Develop and implement recruitment strategies to attract and retain top talent
- Source and screen candidates through various channels, such as job boards, social media, and employee referrals
- Conduct interviews with candidates, both in-person and virtually
- Administer pre-employment assessments and tests
- Conduct background and reference checks on selected candidates
- Negotiate and extend job offers to successful candidates
- Collaborate with hiring managers and HR team members to ensure a smooth onboarding process for new hires
- Participate in college and career fairs to attract potential candidates
- Provide an exceptional candidate experience throughout the recruitment process

Qualifications:

- Bachelor's degree in Human Resources, Psychology, or a related field
- 1-2 years of experience in recruiting or HR-related field preferred but not required (**Fresh graduates/Entry level applicants are encouraged to apply**)
- Strong communication and interpersonal skills
- Ability to prioritize and manage multiple tasks and deadlines
- Knowledge of labor laws and regulations related to employment

We offer a competitive salary and benefits package, as well as opportunities for career growth and development. If you are passionate about recruiting and have a proven track record of attracting top talent, we encourage you to apply for this exciting opportunity.

To apply, please submit your resume and cover letter to abc@company.com

ABC Company is an equal opportunity employer and values diversity at our company.

#GrowWithABC

Interview Question

Experienced Candidate	Fresh Graduate Candidate
Education and Qualifications	
<ul style="list-style-type: none"> • Could you tell us about your educational background & how it is relevant to this position/role? • How did you prepare for this position during your studies? • Have you completed any relevant internships or work related to this position? 	<ul style="list-style-type: none"> • Could you tell us about your educational background & how it is relevant to this position/role? • How did you prepare for this position during your studies? • Have you completed any relevant coursework or projects related to this position during your studies?
Recruitment and Hiring Experience	
<ul style="list-style-type: none"> • Can you give us an example of a hiring experience you had in the past? • How would you go about sourcing candidates for a particular role in the company? • How would you evaluate a candidate? What criteria do you use to make a hiring decision? 	<ul style="list-style-type: none"> • Can you tell us about any relevant experiences you may have had that could be transferable to recruitment? • How would you go about sourcing candidates for a particular role in the company? • How would you approach learning about recruitment processes and strategies for this Company?
Communication and Interpersonal Skills	
<ul style="list-style-type: none"> • How do you build relationships with candidates or teams that are involved in the recruitment process? • Can you give an example of a difficult conversation you had with a candidate or your team, and how you handled it? • How would you ensure a positive candidate experience throughout the recruitment process? 	<ul style="list-style-type: none"> • How do you build relationships with others? • Can you give an example in which you demonstrated effective communication skills? • How would you ensure a positive candidate experience throughout the recruitment process?
Teamwork and Collaboration	
<ul style="list-style-type: none"> • How do you collaborate with a team to ensure a smooth hiring process? • Can you describe a situation when you worked with a team to solve a complex problem related to your experience? • How do you handle conflicts or differences of opinion with a team during the recruitment process? 	<ul style="list-style-type: none"> • How do you collaborate with a team? • Can you describe a situation when you worked with a team to solve a complex problem? • How do you handle conflicts or differences of opinion with others?