1. Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
2. Followed up with notable applicants sourced via industry-specific pipelines, events and job fairs.
3. Established reputation among leading [Type] organizations for possessing extensive candidate network and successful placement of [Type] specialists.
4. Developed and deepened relationships with college campus representatives to meet with graduating seniors for recruitment.
5. Used Boolean searches to develop applicant portfolios for expected openings.
6. Collaborated with [Job title] to develop and integrate workforce planning, analysis and solutions.
7. Instituted [Type] recruitment team to boost growth in [Type] industry.
8. Developed and employed [Type] industry network to acquire up-to-date and relevant applicant sources.
9. Maintained in-depth understanding of [Industry] trends and hiring desires.
10. Compiled and produced qualified candidates' information for [Job title] review and liaised between parties to coordinate formal, management interviews.
11. Partnered with [Job title] to ascertain hiring needs and subsequently provide candidate recommendations.
12. Maintained filing system of current, prospective and future positions.
13. Scheduled and conducted [Number] interviews each week.
14. Oversaw full cycle recruiting for [Number] vacancies each quarter.
15. Operated and maintained applicant tracking and candidate management systems.
16. Tracked candidates and pushed for feedback on disqualifications, time-to-fill statistics and other variables.
17. Facilitated all new employee orientations to foster positive team attitude.
18. Pre-screened resumes prior to sending to corporate hiring managers for consideration.
19. Developed recruiting strategies to identify qualified candidates, utilizing specialized [Type] tools.
20. Developed lists of qualified candidates for corporate hiring managers.
21. Conducted [Number] recruiting events per [Timeframe] to grow passive talent pipeline to prepare for future hiring needs.
22. Advised, coached and counseled managers and staff to support human resources policies, procedures, programs and labor relations.
23. Implemented [Type] and [Type] sourcing strategies to identify high-quality candidates.
24. Verified applicant references and employment details.
25. Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
26. Evaluated strengths and weaknesses of candidates through effective screening processes.