

**Org Admin Duties:** governance, approvals, configuration

- Job creation & approval – Approves new role
- Recruiter assignment – Assigns recruiters
- Offer approval – Approves offer

**Account Manager Duties:** client-facing, demand, alignment

- Client requirement briefing – Captures JD & expectations
- Candidate shortlist review – Reviews shortlist
- Offer rollout – Releases offer

**Recruiters Duties:** execution

- Requirement Intake, Sourcing, Screening, Shortlisting, Interview Coordination, Client Interview, Offer & Negotiation, Onboarding
- Talent pool search – Searches internal & external databases
  - Outreach to candidates – Sends outreach
  - Profile screening – Screens resume
  - Pre-screen call – Conducts screening call
  - Client submission – Submits profiles to client
  - Interview scheduling – Coordinates availability
  - Feedback communication – Updates candidate
  - Joining coordination – Tracks joining

**Candidate Duties:** engagement + responses

- Application submission – Applies / shares profile
- Interview confirmation – Confirms schedule
- Offer acceptance – Accepts/declines

**System Duties:** automation, nudges, state changes

- Candidate status update – Updates stage & notifies
- Closure & reporting – Marks closure & analytics

**Client Duties:**

- Interview feedback – Shares feedback
- Assessment types
- Approval layers

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