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# Example of HR Recruiter Job Description

Our company is growing rapidly and is looking to fill the role of HR recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR recruiter

* Will coordinate and schedule interviews between candidates and hiring manager and/or panel interviews
* Work with undergraduate Universities and Colleges University-related organizations to partner in building our talent pipeline
* Lead functional recruiting teams in planning and executing effective campus recruiting strategies for programs and target campuses
* Serve as a subject matter expert and guide effective recruiting and candidate assessment practices among volunteer recruiting teams
* Conduct resume screening, behavioral interviews, and talent calibration sessions that lead to hiring decisions
* Maintain accurate candidate records in Taleo applicant tracking system and assist in managing dashboards for HR leaders and Program Managers
* Analyze cost-per-hire and quality of hire data and make recommendations regarding employer branding and recruiting strategies
* Assist in planning and managing the U.S. summer intern program
* Provide leadership and assistance in planning and facilitating Recruiting Forums
* Conducting thorough behavioral based interviews and phone screens to assess both technical baseline skills be successful in the Tesla environment

## Qualifications for HR recruiter

* A passion for people and building great teams
* Ability to be a trusted advisor to your employee base, hiring managers and candidates alike
* Prior ownership of a client group and strong stakeholder management
* Experience with application tracking systems (Taleo preferable)
* Enthusiasm, drive and intellectual curiosity
* Prior experience in campus and/or large volume recruitment campaigns (ideally within technology or professional services)