Downloaded from <https://www.velvetjobs.com/job-descriptions/talent-acquisition-director>

# Example of Talent Acquisition Director Job Description

Our company is growing rapidly and is looking to fill the role of talent acquisition director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent acquisition director

* Supports the implementation of Diversity and Inclusion goals in TA strategy and practices
* Effectively integrate diversity into the staffing process and associated HR programs to ensure a diverse organization
* Develop consistent, standardized processes for sourcing, screening, interviewing and developing competitive offers
* Schedule and track candidate interviews on behalf of hiring managers, acquire interview feedback and next steps in a timely manner
* Provide expert guidance, facilitation and collaboration for hiring managers to recruit, identify, select, onboard, and retain highly skilled and diverse candidates
* Along with the leadership team, help to develop strategies to optimize referrals and referral networks
* Facilitate a positive, organized and quick interview / on boarding process for candidates
* Work with the NYC office manager to discuss new hires and office space/layout
* Daily detailed and accurate maintenance of the Open Job Report
* Management of the Associate Program (interns) and curriculum development

## Qualifications for talent acquisition director

* Excellent analytical skills and complex thinking
* Proven process and continuous improvement implementation skills
* High level of emotional intelligence and business maturity
* 12+ years of experience in recruitment related or university relations role
* Deep knowledge and understanding of best-in-class talent acquisition practices, workforce planning, assessment, selection, and onboarding recruitment production, branding, advertising and metrics gained through past practical experience
* 10+ years of experience in both in-sourced and outsourced talent acquisition