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# Example of Talent Acquisition Partner Job Description

Our company is searching for experienced candidates for the position of talent acquisition partner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent acquisition partner

* You will manage multiple business relationship and interfaces with people from both corporate and field
* Participating in recruitment initiatives, projects, project teams including providing input to project priorities, plans, schedules, and budgets
* Ability to demonstrate agility and effectively cope with ambiguous scenarios, work in a self-directed environment, grasp new concepts and come up to speed quickly in response to new assignments
* Advise/coach line managers on recruitment policies & procedures & best practices
* Responsible for creating job requisitions and gaining appropriate approvals to fill positions
* Create and execute on leading edge sourcing strategies
* Responsible for identifying, pre-screening, and qualifying candidates for in-person interviews
* Utilize and manage the resources necessary to accomplish recruiting goals and objectives including gathering and preparing documentation with regards to all candidate interactions
* Maintain applicant tracking database for reporting purposes
* Manage the interview process with candidates and hiring managers in accordance with company guidelines in addition to negotiating salaries and presenting job offers to candidates

## Qualifications for talent acquisition partner

* Reviews applicants to evaluate if they meet the position requirements
* Communicates appropriately to internal candidates
* Conducts prescreening interviews
* Conducts reference and background checks for potential employees
* Writes and forwards rejection letters
* Coordinates the interviewing process