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# Example of Talent Acquisition Recruiter Job Description

Our innovative and growing company is looking for a talent acquisition recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for talent acquisition recruiter

* Recruiting methods may include, but are not limited to, advertising, networking, presence at job fairs, visiting local schools, posting to commercial job sites
* Develop and maintain a continually stocked pipeline of quality talent through various methods, including, but not limited to, networking within the community, contacting and/or visiting local schools, meeting with full-time recruitment agencies, attending local job fairs and fostering continued contact with quality candidates who may qualify for future positions with Hilton
* Source, recruit, and select candidates adhering to the company recruitment model for all hiring
* Screens resumes for minimum qualifications, work history, and skills
* Conduct phone interviews & selects candidates for interviews
* Facilitates discussion with hiring leadership as to which candidates are the best matches for the position
* Handles reference checks and background screening logistics
* Responsible for entering applicant data in the in the Applicant Tracking System
* Regularly communicates with applicants and notifies each candidate regarding his or her status in the recruitment process and when positions are filled with other candidates
* Responsible for all necessary follow up work relating to employment (rejection letters, recruitment files, recruitment expenses)

## Qualifications for talent acquisition recruiter

* Bachelor’s degree coupled with at least 4 years of full life cycle recruitment experience
* Influential/persuasive personality
* Minimum four (4) years full-cycle recruiting experience
* Works effectively as part of a team just independently
* Completes various projects related to recruitment
* Serve as the Welcoming Committee for new employees