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# Example of Talent Recruiter Job Description

Our growing company is looking for a talent recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent recruiter

* Screens resumes, attends recruitment job fairs, school and/or community based recruitment events or other externally focused efforts
* Interviews prospective employees for non-exempt and exempt positions
* Assesses candidates to determine if their capabilities match the job requirements
* Performs telephone-based or in-person interviews and / or administering pre-placement testing
* Reviews candidate information and determines viability
* Conducts debrief sessions with hiring manager to discuss candidate qualifications
* Activities may include reviewing test data, interviewer's recommendations or leading/participating in selection decision-making meetings for internal teams
* Assists in determining job offer to most qualified candidate, discusses offer details with hiring manager, partners with Compensation and HR as needed, prepares new hire offers and extends verbal offers
* Negotiates offer to successful acceptance
* Crafts and provides developmental feedback for internal candidates not selected

## Qualifications for talent recruiter

* Ensure consistent and open communication with hiring managers through the process to perpetuate benchmark Business Partner experiences
* Excellent oral and written communication, customer contact and presentation skills
* Strong leadership ability, possesses the ability to persuade and influence
* The ability to handle multiple tasks, set priorities and negotiate successful solutions
* Must have a high energy level, pro-active, and support oriented
* Analytical and creative agility