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# Example of Talent Scout Job Description

Our company is looking to fill the role of talent scout. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for talent scout

* Performing all ATS activities associated with open requisitions in accordance with the established process standards and requirements, utilizing our ATS to drive the end-to-end talent acquisition process
* Identify potential candidates through various channels, mainly internet/social media, phone and alternative media
* Close cooperation with TA Specialists throughout the entire recruitment process
* Build candidate talent pools and execute follow-up processes on them
* Data entry of candidate prospects and contact data into the ATS database
* Posting requisitions and recruitment ads into the company ATS and job websites
* The role will be responsible for proactive identification, engagement and assessment of talent focusing solely on passive talent with the end goal of losing weak areas of our succession planning at top management level within Sandoz
* The role will partner with Sandoz Executive Committee members and HR Leadership Team to develop a comprehensive workforce plan for senior positions and business critical roles
* Responsible for strengthening succession planning bench by delivering external “ready now” talent to proactively address gaps in succession plan
* Reduce reliance on external executive search firms

## Qualifications for talent scout

* Ideally a first experience in the University Recruiting space
* Shining track record of success in a fast paced environment
* Attend launch meetings, by phone or in person, with the Executive Talent Scout and the Hiring Executive
* Screen and assess candidates for required skillset and cultural fit
* Provide and discuss weekly updates with the Executive Talent Scout on search status, to include progress with outreach, the prospective candidate list, and any trending challenges with the search
* Capture search related information (candidate details, company and marketplace intelligence) in the candidate database