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# Example of Talent Scout Job Description

Our growing company is hiring for a talent scout. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for talent scout

* Responsible for converting senior level candidates from talent pools into active candidates
* Will conduct research to benefit future roles, shape hiring for Business Critical Roles
* Support hiring manager to become talent ambassadors via a strong employment brand
* Building out talent networks and tapping knowledgeable industry sources to develop an on-going pool of candidates
* Develop search strategies, conduct research, perform thorough assessments and present qualified candidates for critical executive searches
* Interface with TAS for Sandoz to ensure consistent processes related to talent acquisition
* Manage Sandoz employment brand and associated social media activities
* Manage social media data and analytics, correlate with additional internal HR analytics
* Perform full lifecycle recruiting for director level executive searches with the ultimate goal of identifying and attracting top talent who will drive maximum impact for the business
* Leveraging executive recruiting expertise and insights, provide advanced consultative guidance to Executives on recruiting/hiring best practices

## Qualifications for talent scout

* Gather market intelligence and provide ongoing feedback on the challenges and trends in the marketplace to the Executive Recruiting Team, and as needed to Hiring Executives
* Consistently provide a top notch candidate experience
* Conducts business ethically
* Calm and consistent under pressure
* Flexible in adapting and responding to changing situations
* Master degree, preferably Business Administration, Organizational Psychology or HR