

RECRUITMENT RESOURCER LEVEL 2 APPRENTICESHIP

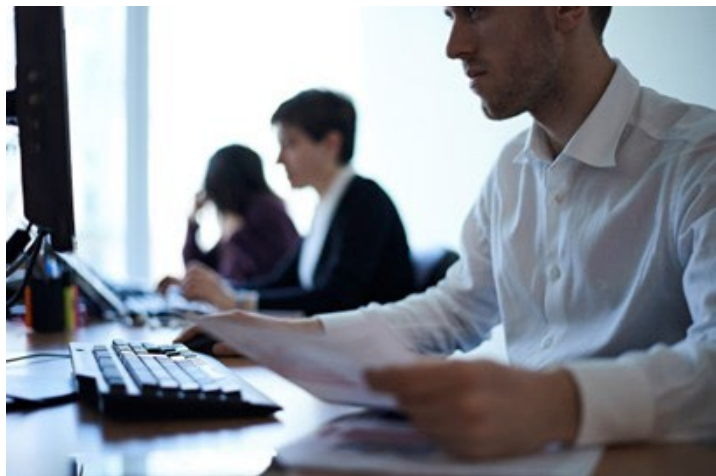
Successfully identify, attract, and shortlist candidates as part of the recruitment process

A recruitment resourcer may be employed in any organisation that requires a recruitment function. Their role is to identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief and provide resourcing support to the recruitment function. They may also be required to identify new business opportunities.

A career in recruitment as a recruitment resourcer can appeal to those individuals who possess an entrepreneurial outlook. It provides the opportunity for reward and high earning potential. Many opportunities arise for professional and personal development within the recruitment sector with transferable skills being respected throughout industry.

The role of recruitment resourcer is one of the roles at the beginning of a career in recruitment and this apprenticeship can provide a progression into several other roles within the industry.

CERTIFICATION IN RECRUITMENT RESOURCING AT LEVEL 2 (pre-requisite requirement) by:



Apprenticeship Level 2

Duration 13 months + 3 months EPA

Funding Band £5000

Suitable for

Recruitment personnel who research, identify, attract, and shortlist candidates for the recruitment process

YOU WILL LEAVE THIS COURSE ABLE TO:

- Research, identify and attract candidates using all appropriate methods to satisfy job requirements
- Write, place and update adverts in line with company procedures
- Monitor responses/applications received and make sure that candidate's applications are processed efficiently
- Qualify, shortlist and present suitable candidates against defined job vacancies
- Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams
- Initiate, manage and develop candidate relationships
- Identify and progress leads as required
- Contribute to the development of a recruitment resourcing plan
- Proactively and consistently strive to identify new candidate and client opportunities
- Provide pre-employment and compliance checks in line with company policy and relevant legislation
- Provide support to ensure that the candidates and clients always receive a professional and comprehensive recruitment service
- Always seek and provide feedback in a professional manner to candidates
- Accurately record candidate and client information on the recruitment database