



Recruitment Resourcer Standard

Level 2

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 as a whole.

Core Technical Skills:

- 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 first line support for all enquiries
- Provide pre-employment and compliance checks in line with company policy and relevant legislation
- Provide support to ensure that the candidates and clients receive a professional and comprehensive recruitment service at all times

- Seek and provide feedback in a professional manner at all times to candidates
- Accurately record candidate and client information on the recruitment database

Qualifications

To successfully complete this apprenticeship the learner will need to complete one level 2 knowledge qualification and one level 2 competency qualification as listed below:

Knowledge:

- Level 2 Certificate in Recruitment Resourcing
- Competency:
- Level 2 NVQ Certificate in Recruitment Resourcing
- Apprentices without level 2 English and Maths will need to achieve this prior to taking the endpoint assessment.

Review of Standard

This standard will be reviewed in three years

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