

# CORPORATE RECRUITER

A corporate recruiter provides a full cycle of recruiting services to their business or organization including sourcing, attracting, and selecting talent in collaboration with business partners.

## WHAT RESPONSIBILITIES WILL I HAVE?

- Partner with hiring managers to establish recruiting strategies to identify top talent and target active and occasionally passive job seekers
- Post jobs for recruitment as needed
- May work with third party recruiters and develop professional relationships for hard-to-fill positions
- Work with business unit managers, directors, and human resource to identify and understand business requirements for open positions
- Utilize various recruiting sources to obtain adequate number of qualified applicants for staffing needs
- Verify employment eligibility of each applicant
- Collaborate with managers to identify and source qualified resumes
- Track candidates' status through entire interview process and prescreen
- Execute various forms of interviews on a regular basis and provide travel arrangements as necessary
- Handle hiring paperwork from start to finish including the job offer letter
- Contact applicants to inform them of employment possibilities, consideration, and selection
- Develop salary offers for candidates
- Conduct candidate reference and background checks
- Follow up with new hires every few months their first and second years
- Develop and maintain external relationships that may provide referrals of candidates
- Continually create new, innovative methods to improve the recruitment process
- Attend career fairs and events as needed
- Assist in developing and managing employee training programs



## WHAT EDUCATION & TRAINING IS REQUIRED?

A Bachelor's degree in human resources, business administration, agriculture or a related field is required

## THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, business courses, computer courses economics, government, English

## TYPICAL EMPLOYERS

Various agricultural companies, businesses, cooperatives and organizations

## FUTURE JOB MARKET/OUTLOOK



## SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- Society for Human Resource Management
- Professionals in Human Resources Association
- National Human Resources Association

## AVERAGE ANNUAL FULL-TIME SALARY

\$54,000