

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Recruitment

EXAMPLE 1

PROFILE

Talent Acquisition professional with over 15 years' experience in managing full-cycle recruitment, adept at spotting talent in any situation with a proven history of providing efficient interviewing strategies and sourcing highly qualified candidates for long term business success.

CAREER OBJECTIVE

My aim is to find a senior role within a well-respected recruitment consultancy, where I can bring my wealth of experience in talent acquisition to enhance the reputation of the business. I can provide mentorship to junior consultants who can reciprocally pass on their learnings as the industry modernises.

SKILLS & ATTRIBUTES

Recruitment

- Adept with modern recruitment technology and techniques to stay ahead in a competitive market
- End-to-end recruitment and onboarding of talent from entry level to C-suite level
- Conducting interviews of short-listed candidates, providing expert advice and recommendations to employers and managing interview schedules
- Up to date knowledge of legal obligations in the recruitment space with a strong focus on safety, compliance and work rights
- Familiar with applicant tracking systems
- Proven experience sourcing talent for hard-to-fill roles in a challenging market
- Provide candidate care, balance the needs of recruiters and applicants and be an intermediary negotiator
- Provide subject matter expertise and recommendations

Networking & Relationship Management

- Focused on building a robust network of both employers and candidates, to match the best candidate with the right role
- Pro-actively maintain relationships through regular engagement via a variety of channels such as LinkedIn

Communication & Interpersonal

- Excellent verbal and written communication, with extensive experience writing compelling job advertisements on behalf of the employer and identifying key attributes for a variety of roles
- Work collaboratively and part of a team whilst also taking initiative and being proactive
- Effective communicator, with an outgoing personality type and friendly disposition

Personal Attributes

- Excellent organisation and time management, with the ability to balance competing priorities
- Ability to work independently and manage own workload
- Results-driven and highly motivated to ensure the satisfaction of recruiters and job seekers alike

Recruitment

EXAMPLE 2

PROFILE

I am an energetic Talent Acquisition Specialist with over 5 years' experience recruiting across a wide variety of disciplines, including Information Technology, Administration, Finance, Sales & Marketing. Possessing a Bachelor of Business (majoring in Recruitment and Talent Acquisition), I have up-to-date knowledge about modern recruitment strategies and processes.

I have a proven track record of finding and attracting the best candidates and am highly proficient at networking and headhunting to find potential candidates. I pride myself on always being professional and genuine in all of my interactions.

CAREER OBJECTIVE

I am seeking to leverage the knowledge and experience I have acquired in talent acquisition and nurture my professional growth by finding a role as a recruitment consultant in a well-respected recruitment firm. With my broad experience, I can adapt and cater to the businesses' needs and specialties.

SKILLS & ATTRIBUTES

- Writing compelling advertisements for client approval and listing on Seek, TradeMe and Healthcare job boards
- Direct talent sourcing via LinkedIn and Facebook
- Screening candidates both on the phone, face to face and via Microsoft Teams
- Selecting and matching candidates for appropriate positions, arranging interviews and briefing candidates about roles and companies
- Competency based interviewing techniques
- Undertaking comprehensive reference checking and providing written reports
- End-to-end recruitment, taking responsibility over the whole process to a successful conclusion
- Processing variations to contracts, maternity, paternity and calculating annual leave
- Creating offer letters and contracts, processing honorariums, calculating variations to pay
- Advisory on CV writing and careers advice
- Recruitment methodologies, candidate management and talent bank/talent pool management
- Assessment centres, basic administration of psychometric testing
- Developing, implementing and delivering training courses
- Workforce and succession planning
- Recruitment systems: Apoint, Eploy, Job Adder, SnaPhire
- MSOffice, Word, Outlook, PowerPoint

Recruitment

EXAMPLE 3

SKILLS & ATTRIBUTES

- Talent attraction and sourcing through effective use of an internal CRM, business networking, social media platforms, and job boards
- Providing critical insights to the People & Culture Manager on sourcing strategies, selection methods and strategic talent
- Identifying resources, systems and methods for attracting top talent and promoting the company as an 'Employer of Choice'
- Coaching and educating business leaders of talent acquisition programs and best practice
- Contributing to the development and improvement of recruitment and on-boarding process, succession planning and strategic departmental goals
- Managing all administrative functions associated with candidate lifecycle including candidate screening, interviewing, follow up and background checking
- An excellent communicator, whose style fosters clarity of stakeholder expectations, organisational goals and strategic direction
- Computer literacy for recruitment – PeopleSoft, FastTrack, JobAdder, SEEK, LinkedIn, Facebook

EXAMPLE 4

SKILLS & ATTRIBUTES

- Rich, multi-sector experience as a senior recruitment specialist
- Manage, motivate and lead a small HR team, identifying and addressing development needs through coaching, training and KPI's
- Develop strategies regarding culture, monitor employee engagement and retention levels to ensure they align with the organisation's values and goals
- Implement and manage the recruitment and selection procedures to ensure organisation effectiveness, compliance, equity and retention
- Managing employee review programs to make sure their performance is evaluated and aligns with the organisation's objectives
- Preparing remuneration reviews according to HR policy and budget in line with remuneration and benefits in the marketplace
- A self-motivated and highly ethical individual who unfailingly strives to give his best and adopts consistent principles of respect and fairness in evaluating any given situation

Recruitment

EXAMPLE 5

SKILLS & ATTRIBUTES

- Creating and implementing best practice recruitment strategies with clear deliverables and outcomes
- Sourcing quality candidates for various internal departments throughout Australia & New Zealand
- Building strong and effective internal relationships with key stakeholders and providing outstanding service delivery to meet growth targets
- Development of people strategies aligned to the organisational strategies and values
- Substantial experience recruiting across government, health and education sectors in both blue collar and white collar roles
- Demonstrated capability to relate well with people at all levels and across a range of cultural backgrounds, engendering their trust and confidence
- Hardworking, loyal, productive and ethical

EXAMPLE 6

SKILLS & ATTRIBUTES

- Extensive HR Manager experience and functional expertise in Talent & Succession Planning, Performance Management, Leadership Development, Recruitment & Retention, Reward & Recognition, Diversity and Inclusion, Industrial and Employee Relations
- Manage the full recruitment process for the Brisbane team, including sourcing candidates, screening applications, interviewing candidates, and managing the offer process
- Work with the Powertech Talent Portal based on the ELMO HRIS platform
- Ensure that our recruitment processes are efficient and effective, providing excellent service to both candidates and hiring managers
- Work collaboratively with the wider recruitment team to ensure we are meeting our recruitment needs and driving continuous improvement in our processes
- Strong knowledge of Australian legal regulations and following the intent of employment law
- Strong team engagement and relationship building with focus on coaching and mentoring
- Ability to make decisions and negotiate effectively
- Talent strategy development including workforce planning, succession planning, 'high potential' identification and team rotations