

I'm not robot!

ROBERT SMITH

Human Resource Recruiter I

info@qwikresume.com | https://Qwikresume.com

Human Resource Recruiter with 15 years of experience in implementing opt and strategic recruiting initiatives for diverse organization in diverse industries. Possess an eye for recognizing talent and an ability to develop character to full potential.

JANUARY 1999 - NOVEMBER 2000 HUMAN RESOURCE RECRUITER I - ABC CORPORATION

- Reviewed applications and resumes for potential employees.
- Scheduled and screened full-time job applicants and coordinated applicant testing and pre-employment physicals.
- Conducted initial phone screen and first initial interviews before making recommendation to hiring.
- Processed applicant tracking, new hire, and termination in the HRIS database.
- Processed criminal, traffic, reference and background checks.
- Completed verbal and written employment verification forms.
- Processed recruitment activities and new hire reports.

1997 - 1999 HUMAN RESOURCE RECRUITER - MOORMAN TRANSPORTATION

- Responsibilities Network through industry contacts, associate members, trade groups and employees.
- Coordinate and implement college recruiting initiatives Administrative duties and record keeping.
- Background and MVR checks for all drivers.
- Create and distribute recruitment literature.
- Contact possible future employees and schedule for interviews and upcoming events.
- Conduct new hire training, through briefings and presentations.
- Create Social media outlets for recruiting and retention.

EDUCATION

M.A. in Adult and Higher Education - (Morehead State University - Morehead, KY)

Guidelines for Recruitment and Selection

Don't let panic set in. Whether your departing employee was a strong or mediocre performer, this is your opportunity to analyze and revise the position description, and determine the qualifications, both technical skills and behavioral factors, you will seek in a new employee. Is this a new hire, replacement, specialty, or make other major changes? Perhaps the position description needs only a few adjustments. Once you are sure that the position description reflects accurately the responsibilities of the position, consider the qualifications you will seek in a new employee. What technical skills will the employee need to carry out their job duties? What type of job behaviors will they need? Think about past employees in the position. If they were outstanding, what made them outstanding? If they were marginal employees, identify their weaknesses. Talk with co-workers or other managers. What skills and qualities do they value in this position? Make a list. This information should guide you (and the Employment Manager) in preparing job postings, newspaper advertisements, and planning the overall selection process. Time invested in thoughtfully planning the recruitment and selection process can make the difference between a good or poor hiring decision.

Salary Rerouting Documents

The Employment Manager in Human Resources coordinates the hiring process for classified employees. To initiate a search, you must submit a Request to Hire form and an updated position description. The Employment Manager will prepare a job posting and a newspaper ad for you review based on information from the job description, and can advise you on other parts of the recruitment and selection process.

If you have an unclassified vacancy, you should follow the academic appointment process. These procedures are available on the web at <http://hr.msu-uoguelph.ca/hr>. For administrative positions, the Employment Manager is available to assist you in preparing postings and advertisements and in designing a selection process.

Selection Process

Once you have identified the technical skills and job attitudes you are seeking in a new employee, you should consider the most effective way to identify and assess those in candidates. Go over the position description, point by point, and ask yourself, "How best can I learn about the applicant's ability to perform this function?"

RECRUITMENT PLAN FOR:

Action Items & Activities	Projected Completion Date	Responsible Party	Status
Development and Approval of Performance Management Tool (PMT)			
Salary Range Determination for Position (Internal & External Equity) and Verification of Position Authorization and Funding			
Generate Position Approval Form and Submit to Finance for Budget Review and Approval			
Discuss and Approve Recruitment Strategy: <ul style="list-style-type: none">- Search Committee(s)- No Search Committee- National, Regional, Local, or Internal Search- Executive Search Consultant			
Develop Ad and Advertising Sources <ul style="list-style-type: none">- Print Media- Non-Print Media- Web Sources			
Develop Communication Plan for Start and End of Search: <ul style="list-style-type: none">- Department/Division- Campus Community- Community AT-Large			
Select and Train Interview Committee Members <ul style="list-style-type: none">- Diversity of the Committee Members- The Role of the Committee- Effective Interviewing- Format for Pre-Screening and Interviewing Candidates			
Approve Ad and Submit for Placement in Selected Recruitment Sources			
Resumes/Applicants are Pre-Screened and Ranked by Members of the Committee, Executive Search Firm, or Hiring Manager Based on Pre-established Criteria			

INDIVIDUAL INDUCTION PLAN

Name: _____ (The Company)

This is your induction plan. You are responsible for ensuring that all the items here are covered. Please keep a record of each of the activities as they happen and if you are having problems with any of the items please ask _____ or me for help.

Regards,
Administration

Item	Completed (yes)
Section A	
Familiarisation with location - nearest banks, sandwich shops and transport etc.	
Tour of company premises	
Meet colleagues	
Entrance and exits	
Washes and catering	
Car parking facilities	
Notice boards	
Sign	
Fire/photocopier	
Computer systems	
Item	Completed

What is the Purpose of a Recruitment Plan? It is no doubt that a business owner wants to bring their company on top of the market, especially in an industry where competition is rising. That is why it is vital to equip your business with a team of skilled professionals that you can count on to get the job done. One way to do that is to have an excellent and well-defined recruitment process. The importance of having an effective recruitment and selection process enables you to find great employees, and at the same time, saves you money in training employees further. Hence, a recruitment plan should be one of the business management priorities. A recruitment plan is an essential business document that stipulates an organization's strategic plan to hire employees. With a recruitment plan, a company can streamline the recruitment process and ensure that they have access to the great talent they need for a position. However, a recruitment plan is not only about hiring the best employees, but it is also an avenue where you can align company goals and skill gaps. According to a report from Statista, the staffing and recruiting industry in the United States placed a market size of \$151.8 billion U.S. dollars in 2019. In another Statista report, 94 percent of respondents stated that the top trend that will shape the recruiting industry in the future is the employee experience. Statista also stated that 31 percent of companies in the United States are planning on recruiting new staff members. What are the Benefits of Using a Recruitment Plan? Regardless of the nature of your organization, recruiting the best talents is not that simple. That is why most of the companies use a recruitment plan to outline their recruitment processes. A recruitment plan is an essential business document that presents crucial information for a successful hiring process. Using a recruitment plan gives various benefits to an organization. Hence, it is to ensure that it is well written and must contain the necessary information. Below are some of the most common benefits of a recruitment plan for a business. Makes the hiring process smooth and fast. With an effective recruitment plan, an organization will be able to make your recruitment process profitable. It also makes the business more proactive and agile. The more effective and precise the recruitment plan, the sooner an organization will fulfill its recruitment goals. Finds and attracts high-quality candidates. Another benefit that companies can enjoy through the use of a recruitment plan is that helps them find high-performance candidates. With a recruitment plan, a business will be able to have the best individuals with the right qualifications. And, having skilled employees in your workforce improves business productivity. Save time and money for training. Using a recruitment plan allows an organization to establish metrics that will serve as the basis of whether or not the candidate is qualified for the job vacancy rather than hiring them out of the gut feeling. Therefore, management will not necessarily have to provide time, effort and budget for a new training. Reduces employment-related issues. A recruitment plan allows an organization to have a concrete recruitment process and I need them to follow. This minimizes or prevents employment-related issues. In a Chron article, there are some cases that applicants process the employer not to get the job. Thus, it is important to make sure that the recruitment plan of companies must draw up professionally written and accurate content, such as recruitment questionnaires. How to Make a Plan Getting Recruitment the best professionals to work in your organization is a difficult thing to do. That's why it's important to have that your company makes great choices in the contract of candidates. 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It is also necessary to consider other expenses that may occur during recruitmentThese expenses may include employment fairs, advertising, employer brand, recruitment travel expenses and more. However, the cost per rent must be as low as possible. However, make sure to discuss this detail within the management. There are two types of recruitment that are present in almost all organizations, internal and external recruitment. The first is the internal recruitment that occurs within the business. On the other hand, external recruitment is requested from outside the organization. Complete cycle recruitment means the entire recruitment process. A human resources professional capable of completing each step of the recruitment process is called a complete cycle recruiter. There are several common activities that companies are during their recruitment process. These activities include the dwarf of each demand for a specific work, tracking and selection of candidates, integrating them into the structure and more. The recruitment process has five states that may be present in most organizations. These steps include planning, strategy development, research, tracking and evaluation and control. It is important that a company knows these steps to have an effective recruitment process. It is the duty of the Human Resources Department to generate all recruitment and techniques to reach professional employees. The commonly used recruitment techniques are internally recruiting, external advertising, print advertising, and talent research. In fact, a recruitment plan is a vital document that organizations should consider, especially when they are looking for new employees. This document will serve as a script for a more efficient recruitment process. So, if your business is looking for new talents, a recruitment plan must be a requirement. It is an essential document that will improve the process recruitment of your organization and helps you acquire quality employees. however, you want to have a ready-made recruitment plan, you may check out the sample templates provided above. Data Literacy The work of HR is becoming more and more defined by data. Metrics, KPIs, scorecards, or dashboards are necessary to make informed and fair decisions. The HR professionals need to be able to understand the results gathered from these data and translate them into actions that create business value. Not all HR professionals need to become data analysts, but they need to have data literacy eĀĀĀ meaning that they need to be able to read data and understand how different data points contribute to strategic HR and business goals. Definition Data literacy is the ability to read, apply, create, and communicate data into valuable information to influence decision-making processes. Example If you think that an HR person should be a eĀĀĀpeopleĀĀĀ person instead of a eĀĀĀnumberĀĀĀ person, think again. HR is the link between people and the business. The ability to analyze and understand data will allow the HR Professionals to provide data-driven advice which will provide the business with quantifiable and actionable insights. An HR Business Partners who looks at both HR and business data prior to meeting with line managers is able to provide actionable recommendations and identify where HR can bring the most value. Looking at the data of the managerĀĀĀs team and comparing it with other teams, will for instance help HRBs identify potential turnover, absenteeism, engagement, or L&D issues and address those proactively. Underlying dimensions & behaviors To determine the extent to which an HR Professional can be considered fully data literate, the competency is split up into two dimensions, each of them having several related behaviors and in turn, measured on three different proficiency levels. Data driven Reading and applying data, metrics, and KPIs Analytics translation Translating people analytics insight into sodanoicaler enilno HR ed otmeniariet ed sosruC .setnednopserroc aicn*Āiciforp ed sievĀn e sodad ed ofĀŠĀazitebafila ad ofĀšĀnemid adac ed setnacġabus sotenmatropmoc sod adahlated lareġ ofĀšiv amu refbio arap HR ed aicn*Āteppmoc ad atelpmoc arurtutse ad daolnwod o āŠĀĀ

21/04/2022 · Recruitment process steps: how to find and hire the best candidates. The key to improving your recruitment workflow is straightforward and begins with building a structured process. Once you have a consistent, defined process, it will become easier to control and optimize as needed. Let's look at how a structured recruitment process might unfold: Strategy & Consultancy (3,431) General Insurance (3,331) Estate Agency (3,231) ... in the recruitment of a HR Officer, within their busy and thriving HR function. ... HR Advisor Full time, permanent Location: Brighton Salary: 33,858 Monday-Friday, ... Benefits of an Effective Retention Strategy. The focus of an employee retention strategy is just as it sounds: retaining employees. However, there are other positive outcomes of an effective retention strategy besides just getting people to stick around your organization longer: Lower turnover. Lower hiring costs. Increased employee productivity Download the full HR competency framework (pdf) Each competency is a cluster of skills, knowledge, and expertise needed to become efficient at performing a specific job. The full (pdf) version of the framework provides a detailed overview of all the underlying constructs, sub-dimensions, and various proficiency levels for each of the four core HR competencies. 24/05/2022 · The HR recruitment software enables the organization to have a centralized database with easy search options. ... turnover costs in the form of salary and training can be eliminated. 5. ... place more candidates and make more money. Recruitment software free download full version for small to large scale of recruitment firm. 29/06/2022 · Because the company has grown a lot, his current team of three cannot cope with the work. Bill, therefore, talks with his manager and is asked to fill in a job requisition form. In the form, he states the reason for expanding the team, that the position will be a permanent and full-time role, and that the person would ideally start within two ... 21/04/2022 · Recruitment process steps: how to find and hire the best candidates. The key to improving your recruitment workflow is straightforward and begins with building a structured process. Once you have a consistent, defined process, it will become easier to control and optimize as needed. Let's look at how a structured recruitment process might unfold: 24/05/2022 · The HR recruitment software enables the organization to have a centralized database with easy search options. ... turnover costs in the form of salary and training can be eliminated. 5. ... place more candidates and make more money. Recruitment software free download full version for small to large scale of recruitment firm. Strategy & Consultancy (3,431) General Insurance (3,331) Estate Agency (3,231) ... in the recruitment of a HR Officer, within their busy and thriving HR function. ... HR Advisor Full time, permanent Location: Brighton Salary: 33,858 Monday-Friday, ... 29/06/2022 · Because the company has grown a lot, his current team of three cannot cope with the work. Bill, therefore, talks with his manager and is asked to fill in a job requisition form. In the form, he states the reason for expanding the team, that the position will be a permanent and full-time role, and that the person would ideally start within two ... Download the full HR competency framework (pdf) Each competency is a cluster of skills, knowledge, and expertise needed to become efficient at performing a specific job. The full (pdf) version of the framework provides a detailed overview of all the underlying constructs, sub-dimensions, and various proficiency levels for each of the four core HR competencies. Human resource management (HRM or HR) is the strategic approach to the effective and efficient management of people in a company or organization such that they help their business gain a competitive advantage.It is designed to maximize employee performance in service of an employer's strategic objectives. [need quotation to verify] Human resource management is ... Recruitment refers to the overall process of identifying, sourcing, screening, shortlisting, and interviewing candidates for jobs (either permanent or temporary) within an organization.Recruitment can also refer to the processes involved in choosing individuals for unpaid roles. Managers, human resource generalists and recruitment specialists may be ... Human Resources Strategy for Researchers (HRS4R) HRS4R Procedure Initial Phase Implementation & Award Renewal HRS4R e-Learning Module The Human Resources Strategy for Researchers [block module:bean delta:hrs4r-alert] The 'HR Strategy for Researchers' supports research institutions and funding organisations in the implementation of the Charter & Code in. ... 14/12/2021 · Every company recruits candidates differently due to a variety of factors like industry, company culture, work location and recruiting teams. Recruitment also changes by open role, time of year and urgency of the hire. Rather than define a specific path you should follow, we've gathered 31 examples of creative recruitment strategies that companies across the ... HR Division makes the policy for recruitment and selection and also takes decision sometimes that a department required manpower. When the requisition comes HR starts the process. HR also supervise that Recruitment and Selection are not simply mechanisms for filling vacancies rather they are viewed as the key factor for suitable placements. Human resource management (HRM or HR) is the strategic approach to the effective and efficient management of people in a company or organization such that they help their business gain a competitive advantage.It is designed to maximize employee performance in service of an employer's strategic objectives. [need quotation to verify] Human resource management is ... 14/12/2021 · Every company recruits candidates differently due to a variety of factors like industry, company culture, work location and recruiting teams. Recruitment also changes by open role, time of year and urgency of the hire. Rather than define a specific path you should follow, we've gathered 31 examples of creative recruitment strategies that companies across the ... Recruitment refers to the overall process of identifying, sourcing, screening, shortlisting, and interviewing candidates for jobs (either permanent or temporary) within an organization.Recruitment can also refer to the processes involved in choosing individuals for unpaid roles. Managers, human resource generalists and recruitment specialists may be ... Human Resources Strategy for Researchers (HRS4R) HRS4R Procedure Initial Phase Implementation & Award Renewal HRS4R e-Learning Module The Human Resources Strategy for Researchers [block module:bean delta:hrs4r-alert] The 'HR Strategy for Researchers' supports research institutions and funding organisations in the implementation of the Charter & Code in ...

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