



**Agency Recruiters** are responsible for filling open job requisitions for organizations that they are serving. In addition, they work to build relationships with old and new accounts to win their staffing business. They typically interact with a hiring manager at the organizations they work with.

#### Example Positions

*Recruiter, Executive Recruiter, Agency Recruiter, Staffing Manager, Associate Recruiter, Digital and Creative Recruiter, Financial Recruiter*

## Competencies

**Achievement Motivation and Perseverance** – Individuals who exhibit this competency display a determination to achieve ever-increasing levels of performance. This competency involves setting high standards and challenging goals for oneself, others, and the organization, and it requires a constant focus on achieving and exceeding those goals.

**Initiating Action** – They tend to be self-starters and will take a lead role in improving or enhancing a product or service, avoiding problems, or developing new opportunities. They will often demonstrate a sincere positive attitude toward getting things done and will seek out additional responsibilities that may go beyond the scope of their formal job description.

**Influence and Persuasion** – Agency Recruiters are effective in persuading, convincing, influencing, or impressing others in order to get them to support a specific agenda, make a specific type of impression, or take a specific course of action.

**Negotiating** – They identify key bargaining points for all parties and work effectively toward win-win solutions.

**Relationship Building** – They develop effective long-term professional interactions with others based on trust: trust that they will always work toward the best interest of those involved and that they are sufficiently competent to provide positive results.

**Information Seeking** – Agency Recruiters are driven by an underlying curiosity and desire to know more about things, people, or issues. This involves going beyond routine questions and includes digging or pressing for exact information; resolving discrepancies by asking a series of questions; or conducting less-focused environmental scanning for opportunities or miscellaneous information that may be used in the future.

**Time Management** – They focus on completing all work tasks in a timely manner while remaining responsive enough to react to competing demands and shifting priorities. They are able to manage multiple responsibilities while being organized, keeping on top of important time-sensitive tasks, and performing all work accurately.

**Composure and Resiliency** – These individuals are able to deal effectively with pressure, maintain focus and intensity, and remain optimistic and persistent, even under adversity. They have the ability and propensity to recover quickly from setbacks, rejections, and conflicts and to maintain self-control in the face of hostility or provocation.

## Representative Behaviors

- Strives to exceed goals, targets, and standards
- Takes initiative to capitalize on opportunities
- Uses cues from others to effectively influence them
- Capitalizes on opportunities to gain commitment during a negotiation
- Builds collaborative relationships and alliances
- Gathers all information needed to make informed recommendations
- Plans own time and schedules activities to ensure goal achievement
- Stays composed in challenging interpersonal situations



## Agency Recruiter Job Model

Leading	Active Communication	Interpersonal Dynamics	Making Decisions	Solving Problems	Managing Processes	Self-Management
Leadership Maturity	Influence and Persuasion	Interpersonal Sensitivity	Deliberative Decision Making	Creativity and Innovation	Quality Focus	Composure and Resiliency
Leadership Communication	Conflict Management	Helpfulness	Decisiveness	Analytical Thinking	Compliance	Generating and Expressing Enthusiasm
Driving Results	Negotiating	Service Focus	Strategic Thinking	Learning Agility	Response Orientation	Strength of Conviction
Leading Change	Active Listening	Relationship Building	Organizational Citizenship	Scientific Acumen	Safety Focus	Achievement Motivation and Perseverance
Managing Innovation	Communicating	Collaboration and Teamwork	Information Seeking	Business Acumen	Process Management	Self-Awareness
Managing Quality	Instructing	Organizational Savvy			Time Management	Adaptability
Team Building		Global Mindset			Planning and Priority Setting	Initiating Action
Coaching and Developing Others					Organizing and Documenting Information	Accountability
Delegating					Applying Standard Practices	Professionalism
Fact-Based Management						Continuous Learning
Strategic Talent Management						Extended Task Focus
Directing						Comfort with Ambiguity

For more information on Caliper Competencies, please call us at 609.524.1200 or visit [www.calipercorp.com](http://www.calipercorp.com).