



**Corporate Recruiters** work with hiring managers in their organization to understand open job requisitions and attract the best individuals to fill the open roles. Their role involves posting job descriptions, phone screening candidates, and setting up the interview process. They are often the first person to come in contact with a candidate and they are responsible for building rapport and gaining the candidate's interest in their company.

#### Example Positions

*HR Recruiter, Talent Acquisition Specialist, Corporate Recruiter, Employment Coordinator, Employment Representative*

## Competencies

**Strategic Talent Management** – Corporate Recruiters attract, hire, engage, and develop talented people to build the capabilities required for the organization to perform at high levels.

**Information Seeking** – They 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.

**Influence and Persuasion** – Corporate 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.

**Organizational Savvy** – They are able to gather and accurately assess information related to the organization's formal and informal communication channels and power relationships.

**Planning and Priority Setting** – They identify the priorities, processes, and practical actions that are necessary to achieve an objective or an idea. Strategic salespeople develop detailed action or project plans, including objectives, accountabilities, time frames, standards, review stages, and contingencies.

**Business Acumen** – They make sound business decisions based on a strong understanding of the company's business model, strategic goals, and relevant policies, as well as best practices and current technologies in their own discipline or functional area.

**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.

**Professionalism** – Corporate Recruiters set high standards and serve as role models for work performance, ethical conduct, and respect for others. They consistently conduct themselves in a manner consistent with generally accepted moral principles and values and within the guidelines and best practices of their chosen profession.

## Representative Behaviors

- Employs defined selection methodology that identifies appropriate candidates
- Uncovers relevant information to make accurate judgments and sound decisions
- Uses cues from others to effectively influence them
- Leverages informal relationships and communication channels within company, with a clear sense of their organizational impact
- Accounts for interim milestones, objectives, and deadlines when setting long-term priorities
- Takes action to ensure efficient and proper use of resources based on budget data
- Develops new contacts and initiates relationships
- Interacts with others in ways that build trust and loyalty



## Corporate 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).