

Recruiter Training Overview

An introduction to recruiter responsibilities and processes within the AFCS Salesforce instance.

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Recruiter Introduction

Recruiters are responsible for sourcing candidates to fulfill open jobs, creating events, and managing job applications. Recruiters screen candidates' resumes and determine qualifications before moving the candidate forward to a Hiring Manager for consideration. A recruiter can also search the candidate pool for qualified candidates and invite the candidate to apply to a specific job.

The job applications are first reviewed by a recruiter for qualifications, and candidates are moved to the Hiring Manager for review and disposition. The Hiring Manager has the ability to review resumes, schedule interviews, and approve a candidate. Then, the hiring manager receives an automated message to start the AFPC "By Name Request" RPA process.

Within Salesforce, Recruiters have access to perform the following activities:

- View all candidates
- Create job requisitions/submit for approval
- Create events
- Review job applications
- Request hiring manager licenses
- Interact with hiring managers to provide candidates for review/approval of hiring manager
- Assign records to any user
- Attach & Export files and attachments
- Create and run reports as needed WITHOUT the ability to share it with others

Job Requisitions

Requisitions are built by a recruiter based on a Hiring Manager's request for TA recruiting assistance. Requisitions are then submitted for approval to the recruiting manager. Approval of the requisition by a recruiting manager creates a job. The creation of a job includes a unique URL to be used on social media postings. The job URL takes a candidate to an application page where they fill out their information and upload a resume and other employment documentation. When the candidate submits their application, it is captured in Salesforce as a job application.

For detailed information on the process of creating a job requisition and best practices, go to

[Creating a Job Requisition.](#)

Events

Recruiters are responsible for creating Events within Salesforce.

Events are created by a Recruiter and contain information such as the event name, location, time and date of the event, open and close dates of candidate registration, position information, documentation needed for registration, and marketing and branding content. The creation of an event includes a unique URL for posting on social media and is used to market the event. The event URL allows candidates to register for the event and upload resumes and other employment documentation.

For more detail on the process and best practices of creating Events within the AFCS Salesforce Instance, see [Events](#).

Managing Jobs and Job Applications

Still in development.