

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

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