

Recruiter

Responsible for sourcing candidates to fill open jobs, creating job requisitions, creating events, and managing job applications.

- View all candidates
- Create job requisitions/submit for approval
- Create events
- Review job applications disposing candidates as Not Qualified, Not a Good Fit, or moving them to Hiring Manager Evaluation
- Request Hiring Manager licenses
- Interact with Hiring Managers to provide candidates for their review and approval
- 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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