

TALENT ACQUISITION SPECIALIST

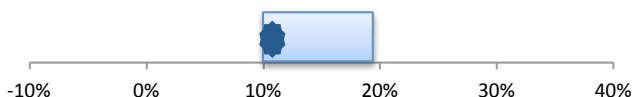
What do they do? Perform activities in talent acquisition, including screening, recruiting, and interviewing candidates and negotiating and closing employment offers.

People with these roles and responsibilities are also called: Corporate Recruiter, Employment Coordinator, Employment Representative, Employment Specialist, Human Resources Coordinator, Human Resources HR Generalist, Human Resources Specialist (HR Specialist), Personnel Coordinator, Recruiter, Technical Recruiter

Some typical job duties include:

- Build and maintain networks of potential candidates for designated skills sets through pro-active market research and on-going relationship management.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Hire employees and process hiring-related paperwork.

Ohio Job Outlook "Average" (+11.2%)



Projected % change in number of jobs by 2020

Note: Blue band = Average growth (10% to 19%)

National Job Outlook through 2020: 20.5%

Most Important Occupational Skills

BASIC SKILLS

- Active Listening
- Speaking
- Reading Comprehension

SOCIAL SKILLS

- Coordination
- Social Perceptiveness
- Service Orientation

PROBLEM SOLVING SKILLS

- Complex Problem Solving

TECHNICAL SKILLS

- Programming
- Operation Monitoring

SYSTEMS SKILLS

- Judgment and Decision Making
- Systems Analysis
- Systems Evaluation

RESOURCE MANAGEMENT SKILLS

- Time Management
- Mgmt of Personnel Resources
- Mgmt of Material Resources

The most important skills required for performing this job well are underlined.

How much did these jobs pay in 2013?

Average: \$57,470 per year
(\$27.63 per hour)

Career Pathway and Educational Requirements

Entry-level (\$40,000-\$60,000)

Mid-career (\$60,000-\$100,000)

Executive (\$90,000+)

Recruiter

Senior Recruiter

Director, Talent Acquisition

REQUIRED FOR ENTRY

- Associate's degree

REQUIRED FOR ADVANCEMENT

- Bachelor's degree
- Multiple years related work experience

REQUIRED FOR ADVANCEMENT

- Bachelor's degree
- Many years related work experience

SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Professional in Human Resources – PHR (HR Certification Institute, unavailable online)

Senior Professional in Human Resources – SPHR (HR Certification Institute, unavailable online)