

HonorRole Talent Solutions Full-Cycle Recruiting Refresher

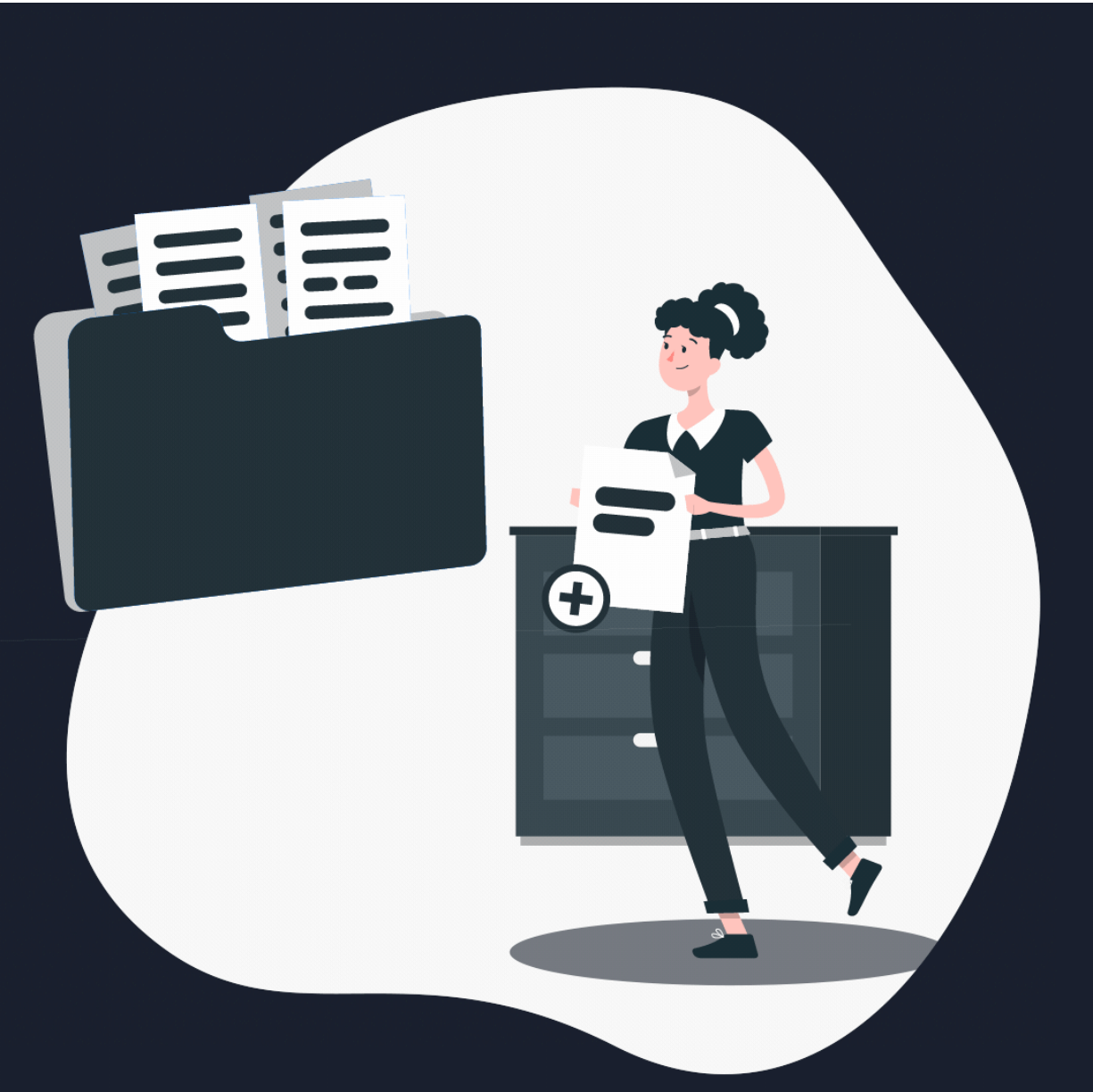
Welcome to the Team, Thomas

Congratulations on making it through the tough interviews, personality assessments, and skills demonstrations. Whew!

Now that you have officially joined the team at HonorRole Talent Solutions, we want to offer you the tools to curate a similar exceptional experience for candidates—infused with your own personal touch.

Throughout the interview process, you proved your competence. Now, let's bring you up to speed on HonorRole's internal processes.





Stage I: Job Description

Job Description & Role Alignment

- Define the job responsibilities, qualifications, performance expectations, and success metrics.

- Collaborate with hiring managers and subject matter experts (SMEs) to ensure technical accuracy and alignment with departmental needs.
- Set clear must-have vs. nice-to-have skills.
- Confirm job level, compensation range, and reporting structure.



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Stage II: Mode of Recruitment

Identify the Mode of Recruitment

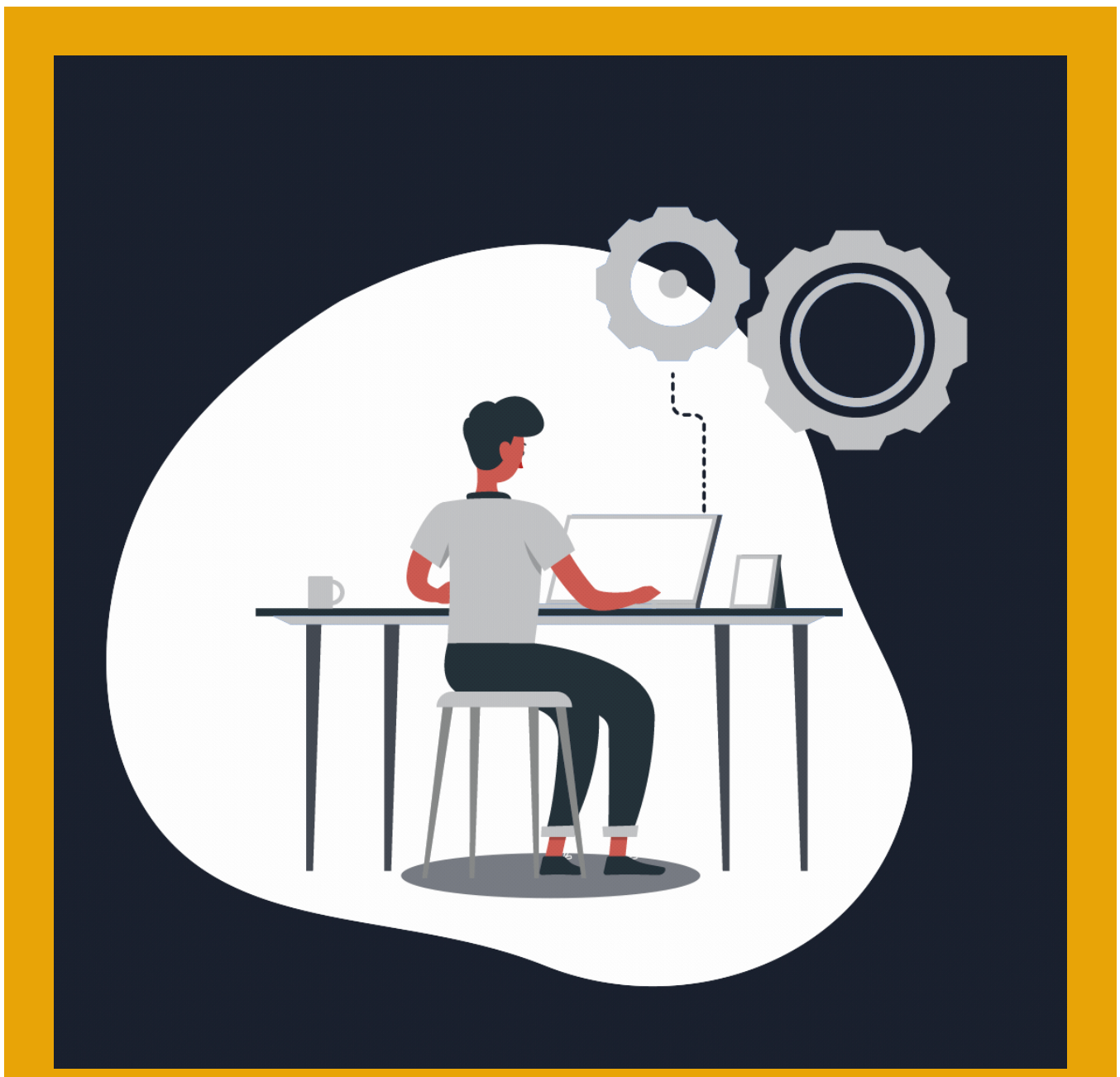
- Choose sourcing methods (internal postings, job boards, LinkedIn, referrals, university partnerships, industry associations).

- Confirm budget, hiring timeline, and candidate profile with the hiring manager.
- Use recruiting tools like ATS (Applicant Tracking System), CRM platforms, and AI sourcing tools.



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Step III: Screening

Screening and Candidate Engagement

- Review resumes and compare to job requirements.
- Conduct phone or video screenings to assess experience, communication, and culture fit.
- Schedule formal interviews with hiring teams.
- Maintain positive candidate communication.



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Stage IV: Selection

Selection and Offer Process

- Facilitate interview debrief meetings with hiring teams.
- Compare candidates on skills, culture fit, values, and performance potential.

- Extend job offer, negotiate compensation, and confirm start date.
- Ensure internal approvals and HR compliance are completed.



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Step V: Onboarding

Onboarding and New Hire Transition

- Collaborate with onboarding specialists, HR, and the hiring manager.
- Prepare offer letters, background checks, and required documentation.

- Ensure system access, equipment, and first-day schedule are ready.
- Conduct follow-up to support new hire transition.



I AM READY TO TAKE ON THE WORLD!

Refer back to this course at any time to get a refresher. We can't wait to celebrate you on your first new hire!



Recruiting Ownership Matrix

Stage	Job Description	Mode of Recruitment	Screening	Selection	Onboarding
Recruiter	Draft role outline, market benchmarks, generate draft	Select channels, craft postings, manage referrals/vendors	Review resumes, phone screen, shortlist, schedule interviews	Gather feedback, advance/ disposition, reference checks, extend offer	Handover to HR, maintain candidate touchpoints until start
Hiring Manager/SME	Define must-haves/nice-to-haves, approve description	Share networks, approve channels	Evaluate shortlisted profiles, confirm interview panel	Lead decision, finalize role fit and scope	Prepare team, set first-week plan
Human Resources	Align with policy, grade/band, compensation framework	Ensure compliance and equal opportunity language	Track requisition data, support scheduling standards	Validate offer alignment, initiate approvals	Issue contract, set up systems/benefits, orientation