

Positioning Maps

Chart Your Path to a Meaningful Career

Competitive positioning is how you differentiate yourself from other job candidates and create value for your employer. It's about how you carve out a niche in the marketplace. These customized guides, by position title, help you achieve this.

December 2024

Your Guide to Becoming an HR Recruiter

Are you interested in becoming a Human Resources (HR) Recruiter when you graduate?

This **Positioning Map** identifies the programs you can participate in at TRSM to help you **develop a specific and relevant skill set** that will make you far more competitive when applying to full-time recruitment roles.

STEP 1 - Understand the Skills Expected of an HR Recruiter

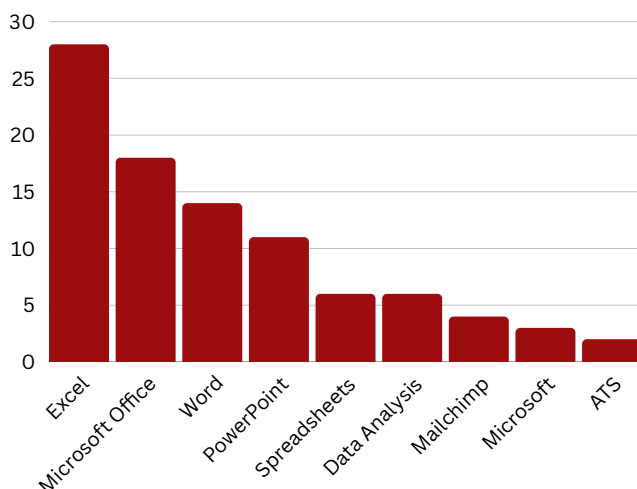
We analyzed 50 postings in our job portal for *HR Recruiter* roles, for the period September 2018 to June 20 2023, and identified the top most cited technical and professional skills across these job descriptions.

Highlighted below are the skills employers are seeking when recruiting for this role.

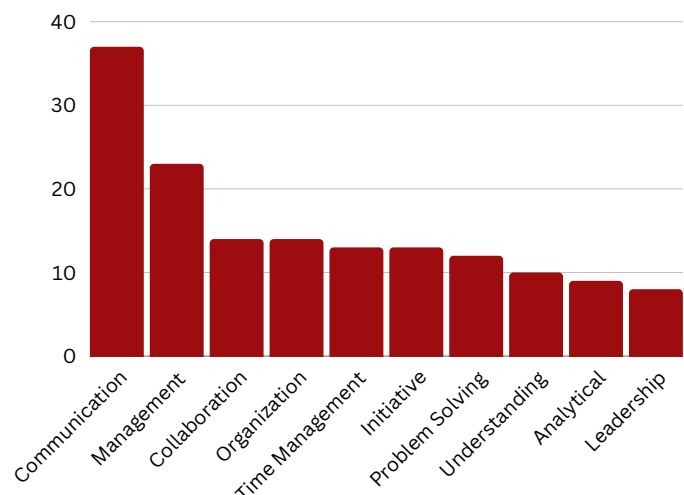
Note the importance of Excel, Microsoft Office, Word, and PowerPoint, in addition to the ability to communicate effectively and analyze a problem.



Top 10 Technical Skills for HR Recruiters






Top 10 Professional Skills for HR Recruiters



STEP 2 - Learn About the Programs That Align With These Skills

Program	
<input checked="" type="checkbox"/>	Register for Bootcamps: Excel, Microsoft Certification
<input checked="" type="checkbox"/>	Attend Prep Programs: Recruitment Prep Program, Project Management Prep Program
<input checked="" type="checkbox"/>	Join Student Groups: <u>Human Resources Student Association (HRSA)</u> , <u>TMU Student Groups</u> , <u>TMU Toastmasters</u> , <u>TRSM Student Groups</u>
<input checked="" type="checkbox"/>	Participate in Case Competitions/Conferences: <u>Leadership Development</u> , <u>TRACE</u>
<input checked="" type="checkbox"/>	Ted Rogers Co-op: If you are a HRM student, you apply to the Co-op program at the end of your 2nd year, by June 1st
<input checked="" type="checkbox"/>	Hub Insights Reports: <u>All about HRM Co-op</u> , <u>Position Descriptions - Recruitment</u> , <u>Position Descriptions - Talent Acquisition and HR Coordinator</u> , <u>DITL - Campus Recruitment Coordinator</u> , <u>DITL - Talent & Culture Partner</u> , <u>DITL - Talent Acquisition Consultant</u> , <u>What can I do with my Major - HRM</u>

Why Professional Skills Are Important To Employers

 Communication Skills	
As a Recruiter, communication is at the core of your role, whether it's with candidates, with Hiring Managers, or across the company.	
 Analytical Skills	
As a Recruiter you are required to keep track of multiple candidates, where they are in the hiring process, and continue to move them along or decline them, in addition to other aspects of the role.	
 Problem Solving	
As a recruiter, you won't find all your star candidates just from a job posting. From time to time you will need to source different avenues to find quality candidates.	



Taking Initiative

A large component of Recruitment is being able to take initiative. In this role, you will be selling strong candidates on the position you are hiring for, you will be selling Hiring Managers on why the candidates you are moving forward are a good fit.

STEP 3 - Prepare for the Interview

Typical Interview Questions for an HR Recruiter Role

Our Alumni have shared several questions asked of them during the interview process for an HR Recruiter role. Here is how you might prepare to answer these, assuming of course you have already developed the skills relevant to the role.



Tip #1 The goal of a talent pipeline is to reduce the time it takes to hire a candidate. If you have a strong talent pipeline, you will have people in mind for any of hiring needs. You will want to explain how you find and nurture these connections.

Describe what steps you would take to build a talent pipeline.



In order to build a talent pipeline I would start by understanding what the current hiring needs and talent requirements for the organization are. Then, I would identify the list of resources and talent sources that are available to us. Based on where you are currently sourcing candidates, I would start by reaching out to prospective candidates, then identify different pools from where candidates can be pulled, and then moving them through the hiring process.



Tip #2 Walk the interviewer through the role you played in this and ensure that you are highlighting your initiative and organizational skills. Also speak to anything you did that helped enhance the hiring process for the candidate and the company.

Describe a time when you handled a recruitment cycle from end to end.



In my previous role as a Talent Acquisition Coordinator, I supported our HR Recruiter with the full recruitment cycle. I edited and posted each job position, screened the applications through our ATS, then I scheduled and completed their initial phone interviews. Based on how they did, I moved them through to the interview stage with the hiring manager, and then the leadership team. If everything goes well then I take them through the onboarding process.





Tip #3 This question might be asked to help identify if you are a good fit for company culture. Think of how you would want to be treated as a job candidate.

As a recruiter, how do you treat candidates who don't get the job?

“

I think it's really important to make sure you are treating candidates who don't get the job the same as you would treat a star candidate. I make sure that I am keeping them updated on where they are through the hiring process and if they are not the right fit, I will promptly send them an email letting them know that we will not be moving forward in the process but encourage them to stay in touch for future opportunities.

”



Tip #4 For any interview you want to make sure you are doing thorough research on the company. What are their highlights, what sets them apart?

Describe how you would position our company to candidates.

“

One of the things that initially attracted me to apply for this position is your culture of being inclusive demonstrated in the diversity of the current Leadership team. So, if I was to position this company to candidates I would let them know that one of the things that sets us apart is our company culture. We value and truly integrate diversity and inclusion into our practices, as seen by our Leadership team and our hiring practices.

”



Quick Tip!

- Use the STAR method to answer behavioural questions based on your own experiences to showcase your knowledge and capabilities. Review the [**Behavioural Interviews Hub Insights Report**](#) to prepare.
- Remember to tailor your responses to your own experiences and the specific company you're interviewing with.

STEP 4 - Update LinkedIn and Resume - and Apply

Now that you have better positioned yourself for this role, make sure to update your LinkedIn profile, resume and cover letter to better reflect how your skills align with this type of role.

Check out these Hub Insights resources for best practices on doing just this!

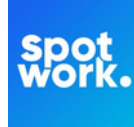
1. [LinkedIn](#)
2. [Resumes, Cover Letters](#)
3. [Interview Tips: Behavioural Interviews](#)

Employers Hiring HR Recruiters



Public Service Commission
of Canada

Commission de la fonction publique
du Canada



The **ONE** Information



TOYOTA

Meet a TRSM Alumni



Assistant Recruiter,
PartnerOne

ALEXANDRA
CAPPABIANCA



Alexandra Cappabianca is a TRSM alumni who is currently working as an Assistant Recruiter at PartnerOne. Alex graduated from TRSM majoring in HR and minoring in Finance. Like most graduates she was not immediately sure of what she wanted to do when graduating and ended up working in Finance but soon realized that long term this was not what she wanted. She ended up working for a summer contract for a non-profit in HR and is currently working for a global company and recently completed her CHRL exams.

Alexandra explains that no two days are the same! Working as a Recruiter she gets to learn something new every day. Typically her days consist of sorting through resumes, conducting interviews with candidates from all over the world and working with amazing managers.

Alexandra encourages students who want to work in recruitment to be patient with themselves. She explains that she graduated during the pandemic and put a lot of pressure on herself to find the “perfect job.” When in reality she found that it will take some trial and error and some days you will feel like you have no idea what you are doing. Try new things, do lots of interviews, talk to mentors in the industry and put yourself out there for new opportunities.

To be a successful recruiter you need to be comfortable with talking to people all day. Alexandra is constantly working on developing effective communication skills. She also recommends learning beyond the classroom as well such as webinars, learning from other professionals in the industry. Things are always changing so it is important to stay up to date. Alexandra has now applied for her CHRP and will gain the required years of experience for the to CHRL.

Learn More for Free



Recruiter Guide

Coursera provides online courses for careers in high-demand fields. Click [here](#) for a guide into their overview of what Recruitment looks like and the skills you need to be a successful Recruiter.



LinkedIn Recruiter

LinkedIn Recruiter is one of the most common active recruitment tools. Learn the ins and outs of how it works to find quality candidates and build talent pipelines. Click [here](#) for a LinkedIn learning course.



Employment Standards Act

As a Recruiter, it is important that you stay up to date with any local changes happening in the employment sector. Stay up to date with Ontario Employment Standard Act changes [here](#).

Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming [events](#).

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. Click here to [register](#) for current bootcamps.

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



Career Consultant Contributor Alysha Chin

Alysha is a Career Consultant with Ted Rogers School of Management. She is a graduate from TMU with a Bachelor's in Psychology, and has had the opportunity to work in many roles across multiple industries including HR, operations management, recruitment and career services.



Student Contributors Muneera Ali

Muneera is a Business Technology Management student who worked as a Project Coordinator at the Business Career Hub in her 3rd year. She is interested in self-development, gaining meaningful experiences, and wishes to pursue a career in the ever expanding field of Information Technology.



Katie Doan

Katie, a Global Management Studies student, is completing a Co-op work term as the Project Coordinator for Hub Insights. As an active student leader, she supports several initiatives including AIESEC and Fit For Business, where she was a Mentor for 1st Year Students. Her career aspirations include Project Management, Supply Chain, and Logistics Management.