Sourcing talent

Contents

Your development

The journey to becoming a 360° consultant covers 4 distinct areas:

- Stage 1 is sourcing talent
- Stage 2 is selling your talent
- Stage 3 is managing your milestones
- Stage 4 is consultant in control

Each section contains structures and techniques that, if used, will bring you success in this industry. This material has been designed for you to work through with your manager or designated team member over a number of weeks. They will support you by adding to your knowledge, role-playing with you and giving you feedback to help you develop.

At the end of each section there is a review of your learning to help you track your progress and identify where you need further support.

Stage 1 Sourcing Talent

The way you source, register, sell and care for your candidates will be critical to your success. There are a number sections in this guide to help you start building your network and to become fully competent in this area.

Discuss your learning objectives for this section with your manager

Your clients and their requirements

Public and commercial organisations will pay you a fee if you source them candidates with the skills, experience, qualifications and personality they are looking for. In order to do this well you need to understand the candidates that are in demand by these clients.

For some job roles you will know the common requirements and therefore continually attract and register candidates that fall into these categories. For other clients you need to question them in detail to gain a true understanding of their requirements.

Who are the typical clients for your desk?

What are the common requirements these clients have?

What certifications/qualifications or specific training is required for these job roles?

What skill set is required for each of these job roles?

What else might a client look for in a candidate for one of these job roles?

How would these job roles fit into an organisational structure?

What are the compliance requirements for a candidate in your market? (Where relevant)

So what constitutes a 'placeable' candidate for your business area?

When you are sourcing for a live vacancy, it's important you take in extensive details about the company, the role and the client's requirements and then, before starting to source, ask yourself the following questions:

- How marketable is this client?
- What makes them a great place to work, do they have a compelling employee value proposition?
- Why would the ideal candidate want to move there?
- Who are their competitors?
- Who are you trying to attract?
- What are the required skills, personality, experiences and certifications?
- What role would these candidates be in now?
- What other names are there for this role (especially if sourcing from overseas)?
- What industry publications do these candidates read?
- What social media/hangouts do they use?
- Which job boards are they likely to review?

Then prepare your strategy for sourcing these people.