

# Job Description Template for TALENT ACQUISITION

**Job Title:** Talent Acquisition

**Industry:** [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

**Location:** [Insert Location]

**Salary Range:** [Insert Salary]

**Department:** [Insert Department]

**Work Hour Allocation:** [Insert Details]

## POSITION OVERVIEW

As a Talent Acquisition Specialist, you will play a pivotal role in sourcing, evaluating, and hiring top talent to meet the organizational needs. You will be responsible for overseeing the full recruitment lifecycle, building strong candidate pipelines, and ensuring the organization's staffing goals are met efficiently and effectively.

## ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights]

[Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

## Level of Experience / Expertise Requirements

(Use as per requirement)

- **Mid-Level (3–5 years):** End-to-end recruitment, candidate assessment, collaboration with hiring managers, and improving hiring processes.
- **Senior Level (6+ years):** Strategic recruitment planning, managing recruitment teams, designing talent acquisition strategies, and stakeholder management.

## JOB PROFILE SPECIFIC QUALIFICATION

**(Add more if required)**

- Bachelor's degree in Human Resources, Business Administration, or a relevant field.
- Certifications in HR management or talent acquisition are preferred.
- Industry-specific knowledge (e.g., recruitment trends in IT, Healthcare, etc.) is a plus.

## ROLES AND RESPONSIBILITIES

**(Use as per level of expertise you require)**

- Manage end-to-end recruitment cycle from sourcing to onboarding, ensuring alignment with business needs (Mid-Level)
- Partner with hiring managers for workforce planning and role scoping to attract the right talent (Mid-Level)
- Conduct candidate screenings, interviews, and assessment coordination using structured evaluation techniques (Entry Level / Mid-Level)
- Implement employer branding strategies and manage talent pipelines for critical roles (Senior Level)
- Utilize recruitment analytics (time-to-hire, source effectiveness) to drive data-based hiring decisions (Senior Level)
- Ensure compliance with internal hiring policies and external labor regulations (All Levels)

## Skills Required (Technical + Behavioral):

- Proficiency in Applicant Tracking Systems (ATS) and recruitment platforms.
- Strong understanding of sourcing techniques, including social media recruiting.
- Excellent communication, negotiation, and interpersonal skills.
- Strong problem-solving skills, adaptability, and time management.

## ABOUT PMAPS

PMaps is India's leading visual-based talent assessment platform, offering 500+ job-specific psychometric assessments, AI-powered interview tools, and seamless integrations with leading ATS and LMS systems. Trusted by top organizations, we help you hire smarter, reduce hiring time by up to 75%, and cut hiring costs by up to 65%.

For more details or for tailored solutions, Call+91 8591320212, Email – [assessment@pmaps.in](mailto:assessment@pmaps.in), or Book a demo for a quick view of our solution.