

Summary



Summary of Phone Interview with Tami Murphy What is your main duties (main role) in the company? I have many different duties that I am responsible for. Most of my time is spent building relationships with clients because this will ensure continued business well into the future. My time is split up between dealing with the sales side, marketing department, and recruiting team. I am also responsible for reaching out to individuals who are passively and actively looking for positions. My role is to call them, get them in, and interview them. I may also match them up with opportunities that we are currently working on.

2) Usually, how many hours do you work daily?

It depends what type of positions I am working on. Some require a little time in the evening, especially on the direct hire side. I usually work anywhere from 8am to 9pm, sometimes even 10 pm. Most of my time is spent with sourcing candidates, either on LinkedIn or social networking. The rest of my time is spent working with the marketing side of things so that we can better attract candidates.

3) To what extent is it difficult to make decisions from your position?

It is not really that difficult because if a candidate is qualified then we obviously move forward with them. However, if there are some red flags then we will check them out to make sure that they are going to be a good candidate. On the marketing side, it can be easy if it is a company that is willing to build a relationship with us. There may be positions and opportunities that we want to work with them on so then we move forward with them on that. The difficulties often come from a business standpoint, but very rarely from the recruiting or marketing side.

4) What are your criteria when hiring an employee?

It depends on each company that we work with. It also depends on what their criteria is and the type of skill sets that they are looking for in their environment. As you can understand this varies from position to position. There is not only one set list of criteria that is used to determine whether to make a hire or not, it relies on a whole lot of different factors.

5) As a recruiter, what challenges do you face in your job?

My biggest challenge is that I have lots to do but very little time to complete it. There are not enough hours in the day. Another challenge is that I may have too many positions to work on. Finally, being able to find the right skill set to fill tech roles can prove to be a big obstacle.

6) Do you have freedom to choose employees or does your boss interfere in your decision making?

Internally it is a group decision because there needs to be a consensus among the group. On the client side, they ultimately make the decision, so we try to help work them through the process and guide them through who we feel are the best candidates. Ultimately the company is going to make a decision based on the candidates we present, so it is really important that we present the right ones to fill the designated roles.

7) What characteristics do you feel are important of someone holding your position to be a successful recruiter?

Tenacity is an important trait. Other characteristics include having a good customer service-based attitude and perseverance. Recruiters also need to be very sales and goal-oriented due to the nature of the job.