

HR recruiter (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a fresher HR recruiter to help fill open roles on time. The recruiter takes job briefs from hiring managers, finds and screens candidates, schedules interviews and keeps every candidate informed until joining day. The work involves many calls and daily tracker updates. A senior recruiter coaches the new joiner on briefs and screening and agrees weekly hiring goals with them.

What you will do

- Take the job brief from each hiring manager, covering must-have skills, location, notice period, CTC range and how soon the seat must be filled, and write it up on one page
- Write and post job ads on job portals, professional networks and campus channels, and refresh them so they stay visible
- Search resume databases and professional networks with keyword and location filters to build a list of matching profiles
- Screen resumes against the must-haves and record a reason for every profile rejected or shortlisted
- Call shortlisted candidates for a first screening on interest, current job, notice period, expected CTC, location and availability
- Schedule interviews, send reminders with the venue or meeting link, and collect interviewer feedback on the same day
- Update the candidate tracker daily with the stage of each candidate: called, shortlisted, interviewed, offered, joined or dropped
- Follow up with selected candidates through offer, documents and joining date, and warn the hiring manager early if someone may drop out
- Share a daily or weekly funnel report covering calls made, profiles sent, interviews held, offers and joinings
- Support campus and walk-in drives by contacting placement cells, collecting student lists and managing the schedule on the day

What we are looking for

- Clear spoken English and Hindi, or the local language of the work location, for screening calls
- Comfort with making many calls a day and taking a refusal politely
- Ability to read a job brief and tell a match from a mismatch for the roles being hired
- Excel or Google Sheets for the candidate tracker: filters, drop-down lists and simple counts
- Polite, accurate email and WhatsApp messages to candidates and hiring managers
- Reliable follow-up: records agreed next steps, keeps candidates updated and flags delayed feedback to the senior recruiter
- Honesty with candidates about the role, location and process, with no overpromising

Good to have

- Hands-on use of a job portal recruiter account or professional network search
- An internship with a staffing firm or an HR team
- An MBA or PGDM with an HR specialisation, or a recruitment certificate
- Experience with an applicant tracking system
- Understanding of the roles being hired, such as basic IT terms or sales targets
- Experience in a college placement committee

Who can apply

Graduates of any stream, including BBA, BA, B.Com, B.Sc and BCA, and MBA or PGDM students with an HR specialisation. Strong communication matters more than the stream of study.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

HR recruiter intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for a recruitment intern to support the hiring team. The intern helps source profiles, screens resumes, calls candidates and keeps the tracker up to date, with every shortlist checked by a recruiter. It suits a student who is comfortable on the phone and wants to see how a hiring funnel runs from job brief to joining day.

What you will do

- Search job portals and networks for profiles that match a given job brief
- Screen resumes against the must-have list and mark each as shortlist, hold or reject, with a reason
- Make first-round calls from a script and record the answers in the tracker
- Send interview invitations and reminders to candidates and confirm attendance
- Update the tracker daily so that every candidate's stage is current
- Contact college placement cells about upcoming drives
- Prepare a weekly summary of calls made, profiles shortlisted and interviews held

What we are looking for

- Current student or recent graduate in any stream, ideally with an HR or management focus
- Confident, clear speaking on the phone
- Basic Excel or Google Sheets
- Reliable follow-up and tidy record-keeping

Who can apply

Graduates of any stream, including BBA, BA, B.Com, B.Sc and BCA, and MBA or PGDM students with an HR specialisation. Strong communication matters more than the stream of study.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Screening questions to add to your job post

1. **Which three things do you check on a resume before you decide to call a candidate for a sales role?**
Look for checks against the sales brief: relevant skills shown through coursework, projects or experience, ability to work at the stated location, and joining availability. Accept evidence from college or other activities. Do not treat employment gaps or short tenures alone as a reason to reject.
2. **A candidate has accepted the offer but stops taking calls two days before joining. What do you do?**
Look for a brief follow-up through the candidate's agreed contact channel, a clear request to confirm joining plans and an early update to the hiring manager. Respect a decision to withdraw or stop contact, and keep any reserve candidate informed without promising an offer.
3. **Apart from skills, what else do you ask in a first screening call?** Expect notice period, current location and willingness to move, salary expectation, reason for change and interview availability. Those answers save the manager's time later.
4. **Have you searched profiles on a job portal or a professional network? Which filters did you use?**
Hands-on sourcing shows in the filters named: keywords, location, experience and notice period. If the applicant has never searched, treat it as a training need and not a reason to reject.
5. **A hiring manager rejects three candidates in a row with the comment 'not right'. What do you do?**
A good recruiter asks for specific reasons and examples, then adjusts the brief and the screening. Sending more profiles of the same kind is the weak answer.
6. **Which columns would you put in a candidate tracker?** Name, role, source, contact date, status, notice period, expected CTC, next step and owner are a good start. It shows whether the applicant can run a funnel in a spreadsheet.
7. **A candidate asks for more than the salary range for the role. What do you say?** The answer should be honest, check with the manager and avoid promising what is not approved. It shows whether the applicant will protect trust with both sides.