



URI COB Shadowing Program

Introductions @ 9:30 AM

Welcome Address // Company Mission

Office Tour

Day in the Life of a Recruiter (Round Robin Style)

- Recruiter
 - How to cultivate client and candidate relationships
 - What to look for in a candidate's resume
 - Phone screens
 - Interviews
 - How to be successful in recruiting
- Onboarding
 - Workflow and task management
 - How to foster a sustainable candidate experience
 - Onboarding and deboarding
 - Resume building
 - Ongoing projects
 - How to be a successful Recruitment Administrator/Coordinator ●

Marketing

- Marketing strategy
- Video content
- Website building/maintenance/content
- How to be successful in marketing
- Sales
 - Sourcing
 - Outreach and follow-up
 - How to be successful in sales (approach & attitude)

Q&A // Departing Thoughts // Lunch @ 11:30 AM