

Recruiter job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per year]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a recruiter to partner with our hiring managers, find great people for [functions or locations], and give every candidate a respectful, timely experience.

What you'll do

- Partner with hiring managers to define roles, requirements, and interview plans.
- Write and post job descriptions on job boards and social channels.
- Source candidates through databases, LinkedIn, referrals, and events.
- Screen applicants and run phone interviews.
- Coordinate interviews and gather structured feedback.
- Extend offers and negotiate within approved ranges.
- Keep candidate records current in [ATS].
- Track hiring metrics such as time to fill and source of hire.

What you'll need

- [Two] or more years of full-cycle recruiting experience.
- Experience with an applicant tracking system.
- Strong sourcing and interviewing skills.
- Clear, persuasive communication.

Nice to have

- Experience hiring for [technical, healthcare, or other] roles.
- Agency or high-volume recruiting experience.
- Knowledge of employer branding.

Skills

Sourcing, Interviewing, Stakeholder management, Negotiation, Candidate experience, Data tracking.

Physical demands and work environment

Office, hybrid, or remote setting, with occasional travel to career fairs.

Pay and benefits

[\$X to \$Y per year], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$36.51 (BLS OEWS, May 2025, SOC 13-1071, Human resources specialists (includes recruiters)).
- Median annual equivalent: \$75,940 (hourly median x 2,080 hours).
- Mean annual wage: \$81,990.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Depends on duties. Duties and pay decide overtime eligibility, not the job title.

Recruiters can be exempt under the administrative exemption when they exercise independent judgment in hiring decisions, but recruiters who mainly screen resumes against set criteria and schedule interviews may be nonexempt. Recruiters must follow EEO rules, state salary history bans, pay transparency laws, and ban-the-box rules that limit when you can ask about criminal history. Background checks require FCRA disclosure and authorization.

How to customize it

- State the number of open roles the recruiter will carry.
- Name the functions or locations they'll support.
- List your ATS and sourcing tools.
- Say whether recruiting is in-house or agency.

Interview questions

1. How do you push back on a hiring manager with unrealistic requirements?
2. Walk me through how you'd source a hard-to-fill role.
3. Tell me about a candidate who declined your offer. What happened?
4. How do you make the candidate experience better for people who don't get the job?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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