WORK ROLE: 24AL

WORKROLE TITLE: Recruiter

WORKROLE DESCRIPTION:
 Recruiters acquire the best talent available to satisfy Agency recruitment requirements. They review candidate
 qualifications, arrange and perform interviews, rank candidates, provide feedback, and engage in networking
 relationships with their serviced organizations and various external entities.

COMPETENCIES/KNOWLEDGES:
 Skills

Adaptability	Courage	Creative Thinking
Customer Service	Data Analysis	Data Entry
Engaging and Collaborating	Ethics	Exploring Alternatives
Influencing	Initiative	Interpersonal Skills
Learning	Marketing	Multi-media Communication
Oral Communication	Organizational Representation	Personnel Assessment
Project Management	Research/Information Gathering	Resource Management
Situational Awareness	Staffing & Recruitment Admin	Synthesis
Written Communication		

 Knowledges

Counseling and feedback tchnqs	Customer requirements	Interviewing techniques
NGA mission, vision, etc.	NGA operations & capabilities	NGA organizational structure
NGA policies & procedures	NGA recruiting plcy&prcd&guid	NGA staffing policy & prcds
Security class and control	Workforce demographics & trend	Workforce diversity principles

EDUCATION/LICENSES/CERTIFICATIONS:

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: