



## **US IT Recruiter Training – Course Syllabus**

**Mode:** Online | **Duration:** 4–6 Weeks | **Includes:** Certification + Live Projects

### **Module 1: Introduction to US IT Recruitment**

- Overview of IT recruitment in the U.S.
- Recruitment life cycle
- Key roles in staffing: Recruiter, Account Manager, Client, Vendor

### **Module 2: Understanding US Market & Terminology**

- Tax terms: W2, 1099, C2C – definitions & use cases
- Employment types: Full-time, Contract, Contract-to-Hire
- Time zones (EST, CST, PST) and business hours
- Immigration types: H1B, GC, OPT, CPT, TN, L2

### **Module 3: Job Requirement Analysis**

- Understanding client job descriptions
- Identifying keywords and **tech stacks**
- Boolean search basics
- Crafting relevant search strings

### **Module 4: Sourcing Candidates**

- Sourcing from job boards (Dice, Monster, TechFetch, LinkedIn)
- Database sourcing and resume extraction
- Social media & passive sourcing



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Recruiters Training Hub

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- Using AI tools for sourcing (e.g., PeopleGPT, OctoHR)

### **Module 5: Screening & Submitting Candidates**

- Resume screening techniques
- Matching skills vs. job requirements
- Pre-screening questions and call scripts
- Formatting resumes and email submissions
- ATS systems (overview of Oorwin)

### **Module 6: Interview Coordination & Follow-Up**

- Scheduling interviews with candidates and clients
- Handling no-shows and rescheduling
- Gathering and giving feedback
- Preparing candidates for interviews

### **Module 7: Client & Vendor Interaction**

- Types of vendors and implementation partners
- VMS vs. Direct Client
- Email writing and follow-up etiquette
- Weekly submission reports and status tracking

### **Module 8: Bench Sales (Optional Track)**

- Understanding Bench Sales
- Candidate marketing strategies



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- Working with OPT/CPT resumes
- Vendor management for bench roles

### **Module 9: AI Tools in Modern Recruiting**

- Resume parsing and keyword scoring (ResumeWorded, HireLake.ai)
- Using ChatGPT for email templates and outreach
- AI job description analyzers
- Interview practice with AI (e.g., Google Warmup, Yoodli)

### **Module 10: Live Project + Certification**

- Work on simulated client requirements
- Resume sourcing and screening practice
- Mock interviews and submissions
- Final assessment and certificate issuance

### **Post-Course Support**

- Resume preparation
- LinkedIn optimization
- Interview preparation
- Access to job postings and hiring partners
- One-on-one mentorship and placement guidance