

Job sample sourcers

Job sample jr. sourcer

Send 3 days prior to job sample.

For the job sample we want you to actually work on a vacancy that we have open. We know that you have no experience in sourcing or recruitment, so don't worry. We want you to do a search on LinkedIn or on any other platform. We leave it up to you how much time you want to invest to figure out how LinkedIn works and any other platform.

Our job sample stage consists out of 4 parts and will take around 3 hours in total.

Preparation (30 minutes)

We will send you the job description we would like you to work on 30 minutes before the intake call. This should give you plenty of time to prepare the questions you might have to get a better understanding of the role.

Part 1 Intake call (max. 20 minutes)

You will have an intake call on the vacancy that we would like you to work on. This call is meant for you to completely understand the role that you will be working on and you can ask any question that you want. You can also ask us any questions you might still have how LinkedIn works.

PART 2 sourcing strategy (1.5 hours)

We would like you to find 5-10 candidates that you think are a match based on the job description and the intake call. Don't focus on quantity but on quality. This assignment is to test your sourcing skills and your process skills.

Part 3 outreach (30 minutes)

We would like you to write a short email (max 500 characters) that will catch the eye of a candidate for whom this role might be of interest. This assignment is to test your writing capabilities and creativity.

You have 2 hours to find relevant candidates and create a short outreach message. We leave it up to you to divide your time and send in all your information on time.

Part 4 Evaluation (max. 30 minutes)

Once you are finished you will have a call to discuss your work. This is to understand your thought process, ask you some additional questions and to get to know you a little bit better as well (and you them!).

The case will take approximately 3 hours in total (including setting up etc.). Make sure you won't be disturbed and you have everything you need before you start (water, laptop, internet :) etc).

Job sample experienced sourcer

Hi _____,

My name's _____, I'm a _____ from MatchHR.

I know from colleagues that you've had a nice conversation so far.

So I'm really glad to greet you once again and inform you that we're now at the next stage of our recruitment process covering a job sample today 😊

Our job Sample stage consists of **4 parts** and will take around **3,5 hours** in total. The case is set up to test you on creativity, quantity vs. quality, client interview capabilities and sourcing skills. There is no right or wrong, but it will provide us with relevant insights in your way of working and experience.

Preparation (30 minutes)

We will send you the job description we would like you to work on 30 minutes before the intake call. This should give you plenty of time to prepare the questions you might have to get a better understanding of the role.

Part 1 Intake call (max. 20 minutes)

You will have an intake call on the vacancy that we would like you to work on. This call is meant for you to completely understand the role that you will be working on and you can ask any question that you want. This call is meant to test your communication and client interview skills.

PART 2 sourcing strategy (1.5 hours)

We would like you to build a sourcing strategy for the role and find 5-10 candidates that you think are a match based on the job description and the intake call. Please use a google sheet for your sourcing strategy and the candidates that you have sourced. Don't

focus on quantity but on quality. This assignment is to test your sourcing skills and your process skills.

Part 3 outreach (30 minutes)

We would like you to write a short email (max 500 characters) that will catch the eye of a candidate for whom this role might be of interest. This assignment is to test your writing capabilities and creativity.

You have 2,5 hours to work on both the sourcing strategy, find relevant candidates and create a short outreach message. We leave it up to you to divide your time and send in all your information on time.

Part 4 Evaluation (max. 30 minutes)

Once you are finished you will have a call to discuss your work. This is for them to understand your thought process, ask you some additional questions and to get to know you a little bit better as well (and you them!).

The case will take approximately 3,5 hours in total (including setting up etc.). Make sure you won't be disturbed and you have everything you need before you start (water, laptop, internet :) etc).