

Certified Talent Acquisition Professional (CTAP)

Duration: 10 Weeks (2.5 Months)

Classroom: Every Saturday (2.5 Hours)

Self-Learning & Practical Assignments: Monday to Friday (16 Hours per Week)

Program Objective

The objective of this certification program is to transform fresh graduates into **industry-ready Talent Acquisition Executives** capable of independently handling recruitment assignments across Manufacturing, Engineering, Sales, Finance, HR and Corporate Functions.

Unlike traditional recruitment training, this program focuses on **real-life recruitment assignments**, live client interaction, practical sourcing, behavioural interviewing and business understanding.

At the end of the program, participants will be able to independently manage recruitment mandates while maintaining high standards of professionalism and candidate experience.

Learning Methodology

Component	Weightage
Classroom Learning	15%
Live Practical Assignments	40%
Case Studies & Discussions	25%
Role Plays	10%
Assessments & Presentation	10%

Program Structure

Week 1: Module 1

Classroom (2.5 Hours)

- Introduction to Recruitment Industry
- Role of Talent Acquisition Executive
- Recruitment Agency vs Corporate Recruitment
- Recruitment Life Cycle
- Introduction to Inteeegrity Recruitment Process
- Ethics & Professional Behaviour

Assignment

- Read Recruitment Manual/ Process
 - Learn Recruitment Terminology
 - Prepare Introduction about yourself
 - Study 10 client websites, prepare report as per your understanding
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Week 2: Module 2

Understanding Clients & Job Descriptions

Topics

- Business Understanding
- Manufacturing/ Service Industry
- Sales Organisation
- Engineering Functions
- Reading Job Descriptions
- Understanding KPIs

Assignment

Study

- 10 Job Descriptions

Prepare

- Concise JD Document
- Creative job posts

- Pictographical representations

Week 3: Module 3

Recruitment Sourcing Techniques

Topics

- Boolean Search
- Naukri
- LinkedIn
- Indeed
- Other job portals
- Social media
- Reference Generation

Practical

Search & get

- 25 candidates

Week 4: Module 4

Candidate Screening

Topics

- Resume Analysis
- Telephone Screening
- Behaviour Based Questions
- Stability Assessment
- Salary Mapping
- Notice Period Discussion

Role Plays - Conduct mock screening interviews.

Assignment

Screen 10 Candidates

Week 5: Module 5

Interview Coordination

Topics

- Client Coordination
- Candidate Coordination
- Scheduling
- Feedback Collection
- Interview Etiquette

Assignment

Role play for Coordination for a min of 3 Mock Interviews

Week 6: Module 6

Negotiation & Candidate Engagement

Topics

- Salary Negotiation
- Counter Offers
- Drop Out Prevention
- Candidate Psychology
- Relationship Building

Case Study -

Candidate rejects offer after accepting.

Candidate receives counter offer from present employer.

How do you manage?

Week 7: Module 7

Recruitment for Different Functions

Introduction to

- Manufacturing
- Engineering
- Production

- Quality
- Purchase
- Supply Chain
- HR
- Finance
- Sales
- Marketing

Assignment

Source 3 candidates each for three different functions/ JDs.

Week 8: Module 8

Recruiter's Productivity

Topics

- Daily Planner
- Weekly MIS
- Pipeline Management
- ATS
- Recruiter KPIs

Assignment

Prepare - Daily Report of your activities

Week 9: Module 9

Live Recruitment Project

Each participant receives

Two Live Mandates

Complete recruitment process

Presentation

Challenges faced & Learning

Week 10: Module 10

Final Assessment & Certification

Assessment

- Viva
- Live Interview
- Candidate Screening
- Presentation

Feedback Session

Career Planning and Certification

Practical Assignments

Every participant shall complete

- ✓ 100 Resume Screenings
- ✓ 40 Telephone Interviews
- ✓ 20 Candidate Shortlist Reports
- ✓ 10 Interview Coordination
- ✓ 5 Salary Negotiations (Mock)
- ✓ 5 Live Recruitment Assignments
- ✓ 1 Final Presentation

Soft Skills Covered

- Professional Communication
- Email Writing
- Telephone Etiquette
- Business English
- Time Management
- Active Listening
- Negotiation
- Relationship Management
- Problem Solving

Expected Outcome

By the end of the 10-week program, participants will be able to:

- Understand business requirements and analyse Job Descriptions.
- Source candidates using multiple platforms.
- Conduct professional screening interviews.
- Coordinate end-to-end interview processes.
- Build and maintain candidate relationships.
- Negotiate offers effectively.
- Manage recruitment assignments independently.
- Deliver an exceptional candidate and client experience.

Additional benefits: Practical Exposure to ATS and HRMS