upskills

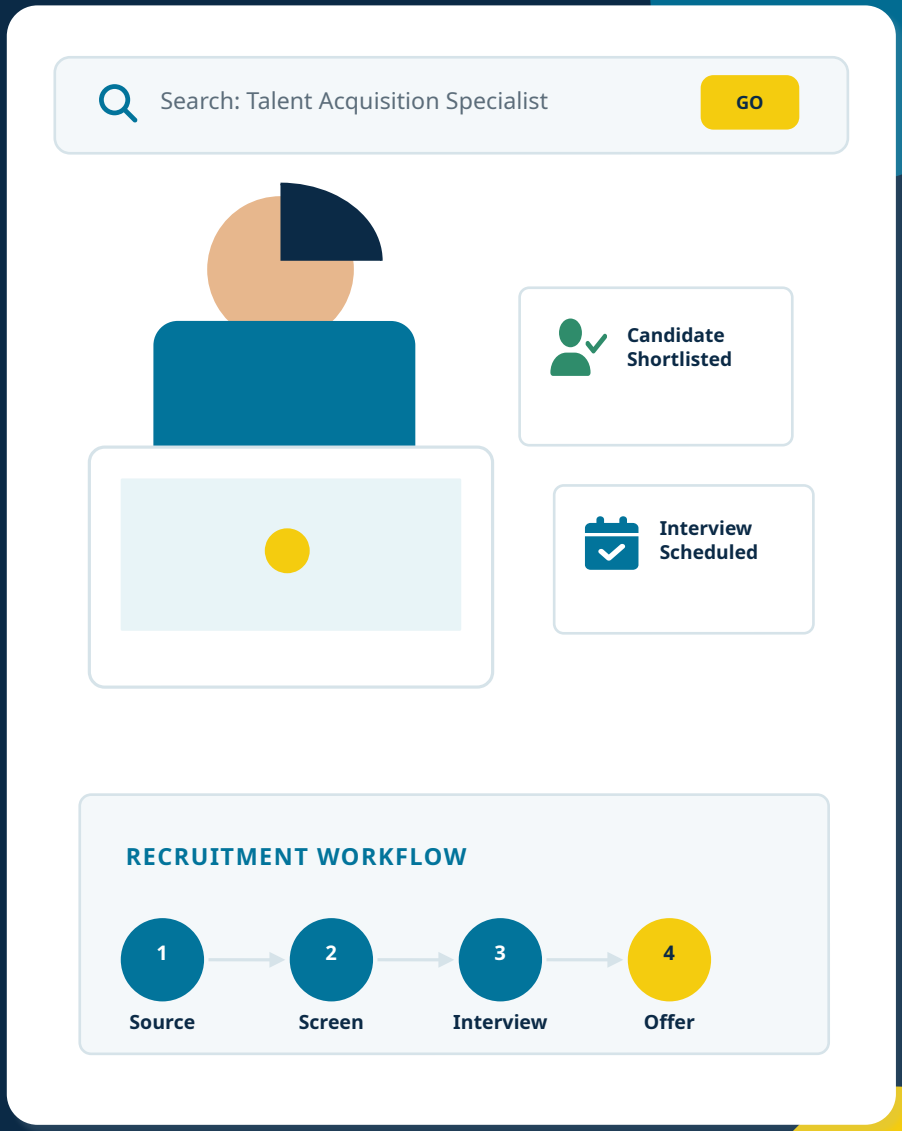
PLACEMENT-LINKED CAREER PROGRAM

CERTIFIED TALENT ACQUISITION & RECRUITMENT SPECIALIST PROGRAM

Build practical recruitment skills through live sourcing, screening, hiring coordination and real-world project experience.

BECOME AN INDUSTRY-READY RECRUITER IN 12 WEEKS

LIVE ONLINE • LIVE HIRING PROJECT • MOCK INTERVIEWS • PLACEMENT SUPPORT



Backed by the recruitment expertise of Valkyrie PEOPLE Consulting

A career program built around real recruitment work

Learn the process. Practise the skills. Build the confidence to perform from day one.

ABOUT THE PROGRAM

The Certified Talent Acquisition & Recruitment Specialist Program is a structured, practice-led pathway into recruitment and talent acquisition roles.

Across 12 weeks, participants learn the complete recruitment lifecycle - from interpreting a job description and sourcing candidates to screening, coordinating interviews, managing offers and supporting closures.

LIVE LEARNING | REAL JDs | LIVE PROJECT | PLACEMENT SUPPORT

Instructor-led learning

Live online sessions with guided practice, demonstrations and feedback.

Real hiring exposure

Assignments and projects based on actual roles, JDs and candidate profiles.

Recruiter simulations

Mock calls, stakeholder communication and offer-management scenarios.

Placement readiness

Resume, LinkedIn profile, mock interviews and job-application support.

Apply → Train → Certify → Interview → Placement Support

Designed for aspiring and early-career recruiters

A focused blend of knowledge, practical exercises and placement preparation.

12 Weeks
Program duration

Live Online
Delivery mode

3-4 sessions/week
Class schedule

90-120 minutes
Session length

WHO SHOULD JOIN?

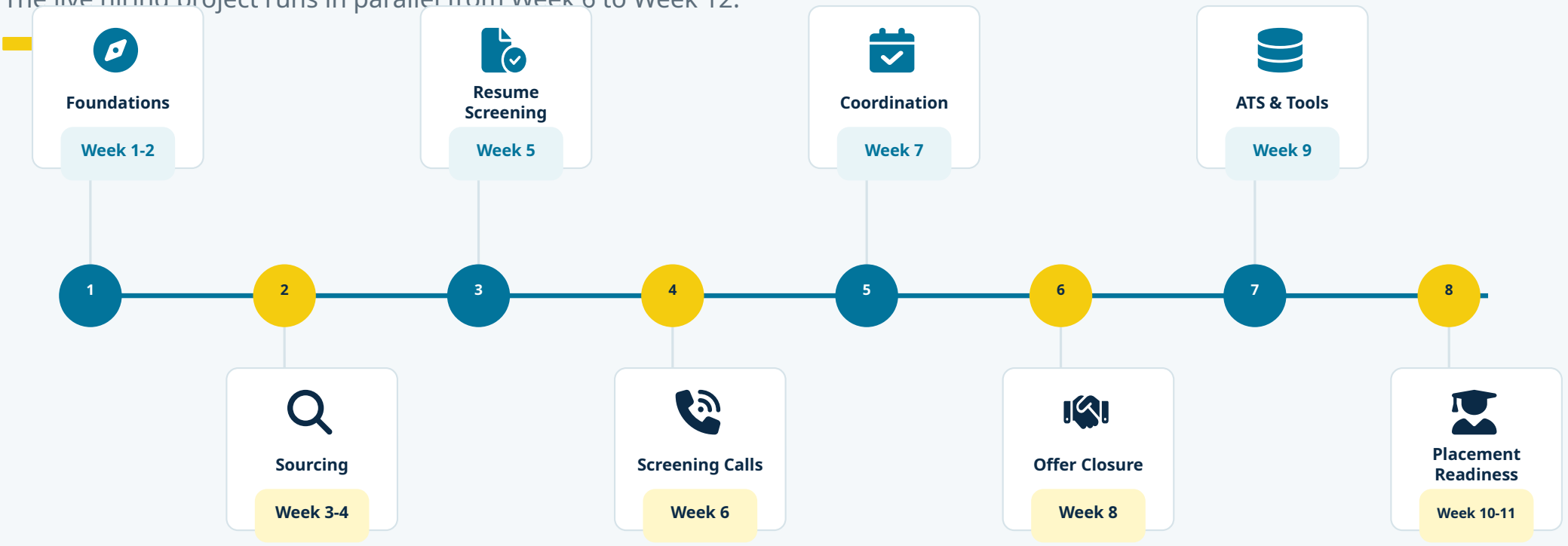
- Fresh graduates seeking a career in HR or recruitment
- MBA (HR), BBA, B.Com and other graduate students
- Working professionals planning a career transition
- HR executives and recruitment coordinators
- Career restart professionals and returning talent
- Anyone interested in talent acquisition and staffing

LEARNING METHODOLOGY

Live sessions	Concept explanation and demonstrations
Guided practice	Sourcing, screening and call simulations
Weekly assignments	Application of skills on role-based tasks
Live hiring project	Parallel exposure to real hiring requirements
Mock interviews	Individual feedback and improvement sessions

Your learning journey, week by week

The live hiring project runs in parallel from Week 6 to Week 12.



Certification + placement support integrated throughout

MODULE 9: LIVE HIRING PROJECT | Parallel track from Week 6 to Week 12

Understand recruitment end to end

Every module connects to the real workflow followed by recruiters and talent acquisition teams.

01 Understand the role

Decode the JD, team context and essential hiring criteria.

02 Source talent

Use LinkedIn, job portals, Boolean search and databases.

03 Screen & evaluate

Match experience, skills, stability and candidate motivation.

04 Coordinate interviews

Manage schedules, communication, feedback and follow-ups.

05 Manage offers

Align expectations, handle counter-offers and support closures.

06 Track & report

Maintain ATS records, pipelines, trackers and status reports.

The program builds both execution skills and professional judgement - the combination employers expect from a job-ready recruiter.

1 Recruitment Foundations & Industry Understanding

Week 1-2

OBJECTIVE Build a strong foundation in recruitment processes, hiring models and industry practices.

Talent Acquisition Fundamentals

- Introduction to talent acquisition
- Role and responsibilities of a recruiter
- Recruitment lifecycle - end to end
- Candidate experience and recruiter ethics

Hiring Models & Industry Context

- Lateral, bulk and niche hiring
- In-house vs consultancy recruitment
- IT vs non-IT hiring overview
- Understanding sectors, functions and role families

Understanding Job Descriptions

- Role purpose and reporting structure
- Mandatory vs preferred criteria
- Skills, experience and qualification mapping
- Identifying the true hiring requirement

HANDS-ON PRACTICAL

- Break down a real job description into role, skills, experience and priority criteria
- Identify key hiring requirements and prepare a recruiter requirement summary

2 Sourcing Mastery - LinkedIn & Job Portals

Week 3-4

OBJECTIVE Enable participants to identify, search for and engage relevant candidates efficiently.

WHAT YOU WILL MASTER

LinkedIn sourcing
Basic and advanced filters, profile mapping and passive candidate search.

Job portals
Naukri and Indeed search workflows, filters and profile relevance.

Boolean search
AND / OR / NOT logic, parentheses and advanced string building.

Passive candidates
Approach, engagement and talent-pool development.

Database building
Structured candidate lists, notes and recruiter-ready records.

Search strategy
Role-specific keywords, synonyms, competitors and location logic.

BOOLEAN SEARCH LAB

(recruiter OR "talent acquisition")
AND automotive NOT internship

Recruiter | Talent Acquisition | Automotive | Delhi NCR

Build targeted search strings for different industries, functions and seniority levels.

HANDS-ON PRACTICAL

- Complete a live sourcing assignment using real job descriptions
- Build candidate lists of 10-15 relevant profiles for each assigned role

Evaluate candidates with structure and confidence

Modules 3 and 4 move from resume evidence to professional screening conversations.

3 Resume Screening & Candidate Evaluation

Week 5

Learn a repeatable framework to assess candidate suitability accurately.

- Resume screening techniques
- JD vs CV matching framework
- Relevant experience and skill mapping
- Resume red flags and stability indicators
- Candidate profiling and shortlisting notes

PRACTICAL: Screen 20-30 resumes and make shortlist vs reject decisions.

4 Screening Calls & Candidate Assessment

Week 6

Build the confidence to conduct professional, structured candidate interactions.

- End-to-end screening call structure
- Key recruiter questions and probing techniques
- Candidate evaluation framework
- Communication and rapport building
- Motivation, intent, salary and notice-period analysis

PRACTICAL: Role-play recruiter calls and receive detailed feedback.

Move candidates through the hiring process

Professional coordination and strong closing skills are central to recruiter performance.

MODULE 5

INTERVIEW COORDINATION

Week 7

- Interview scheduling process
- Client communication and coordination
- Candidate follow-ups and engagement
- Managing multiple stakeholders
- Handling rejections and escalations

PRACTICAL: Draft emails and simulate an interview coordination workflow.

MODULE 6

OFFER MANAGEMENT

Week 8

- CTC vs in-hand salary structure
- Salary discussions and expectation alignment
- Offer negotiation techniques
- Handling counter-offers
- Candidate closing and joining strategies

PRACTICAL: Role-play salary negotiation and offer-closing scenarios.

Work systemically. Present yourself confidently.

Modules 7 and 8 prepare participants for efficient execution and recruiter interviews.

7 Recruitment Tools, ATS & Productivity

Week 9

- Applicant Tracking System overview
- Recruitment platforms and workflow tools
- Excel trackers for candidates and interviews
- Recruitment reporting basics
- Productivity and time management

Candidate	Stage	Owner	Status
A. Sharma	Interview	Vigya	Active

8 Interview Preparation & Placement Readiness

Week 10-11

- ATS-friendly resume building
- LinkedIn profile optimisation
- Recruiter interview questions and answers
- HR interview strategies
- Communication and confidence building

2-3 mock interview rounds per participant, followed by focused feedback and improvement sessions.

MODULE 9

LIVE HIRING PROJECT

Real-world recruitment exposure that helps participants speak from experience in interviews.

01

Receive a live role

Understand the role, hiring priorities and candidate profile.

02

Source candidates

Build targeted searches and identify relevant profiles.

03

Screen & document

Assess fit, record notes and prepare a candidate shortlist.

04

Support the process

Participate in follow-ups, coordination and pipeline reviews.

PROJECT OUTCOME

Build practical recruitment experience that can be discussed and demonstrated during job interviews.

Tools and techniques you will practise

Build familiarity with the platforms, workflows and trackers used in recruitment teams.

LinkedIn Sourcing

Search filters, profile mapping and passive talent identification.

Job Portals

Search and profile review on Naukri and Indeed.

Boolean Search

Role-specific strings using AND, OR, NOT and advanced combinations.

Applicant Tracking Systems

Pipeline stages, status updates, notes and candidate records.

Excel for Recruiters

Candidate trackers, interview pipelines and reporting basics.

Professional Communication

Screening calls, candidate emails and stakeholder updates.

Candidate Evaluation

JD-CV match, structured notes and shortlist recommendations.

Offer & Closure

Salary alignment, counter-offers and joining engagement.

Focus: practical proficiency - not just tool awareness.

Progress is measured through practical performance

Certification reflects participation, completion and demonstrated application of recruitment skills.

Weekly Assignments

Role-based tasks that reinforce each module.

Practical Evaluations

Sourcing, screening, communication and tracker exercises.

Mock Interview Performance

Structured evaluation across recruiter interview rounds.

Live Project Assessment

Quality, consistency and participation in the project track.



CERTIFICATION CRITERIA

- Minimum 80% attendance
- Completion of assignments
- Participation in mock interviews
- Active participation in the live project

Placement preparation begins before the program ends

Participants receive structured career support alongside technical recruitment training.

WEEK 6

Resume Building

Create a clear, ATS-friendly resume aligned to recruitment roles.

WEEK 7

LinkedIn Optimisation

Strengthen headline, summary, skills and professional presentation.

WEEK 8

Job Applications

Begin targeted applications to suitable recruiter and TA roles.

WEEK 9

Interview Scheduling

Support with interview opportunities and preparation.

WEEK 10+

Interview Support

Mock practice, feedback and role-specific preparation.

CONTINUOUS

Career Guidance

Ongoing guidance through the placement-support process.

Resume • LinkedIn • Applications • Mock Interviews • Job Referrals • Career Mentoring

What participants should be able to do

The program is designed to build practical capability across the complete recruiter workflow.

EXPECTED OUTCOMES

- Source candidates using LinkedIn, job portals and advanced search techniques
- Screen and evaluate resumes against role requirements
- Conduct structured screening calls with confidence
- Manage interview coordination and stakeholder communication
- Handle salary discussions, negotiations and candidate closures
- Use ATS workflows, Excel trackers and recruitment reports
- Present practical experience during recruiter interviews

CAREER OPPORTUNITIES

- Talent Acquisition Executive
- HR Recruiter
- IT / Non-IT Recruiter
- Recruitment Consultant
- Talent Acquisition Specialist
- Recruitment Analyst
- Staffing Consultant
- Executive Search Associate

INDUSTRY-READY • INTERVIEW-READY • PLACEMENT-READY

WHY UPSKILLS CAREER ACADEMY?

Learn recruitment from the people who hire.

Backed by the recruitment expertise of Valkyrie PEOPLE Consulting, the program connects learning with real hiring practices, live job exposure and placement preparation.

Placement-linked learning

Career preparation is integrated into the program.

Real hiring exposure

Practice with real JDs, profiles and project tasks.

Recruiter-led feedback

Improve through simulations, reviews and mock interviews.

Outcome-oriented structure

Build demonstrable skills for recruitment roles.

BOOK A FREE CAREER COUNSELLING SESSION

LEARN. INTERVIEW. GET HIRED.

Placement support does not constitute a guarantee of employment. Selection outcomes depend on individual performance, eligibility and available opportunities.