

Tara Menon

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Recruiter

Kochi, India tara.menon@example.com Fictional sample

01 Professional profile

Recruiter with an illustrative 11-year career focused on role intake, sourcing and structured candidate coordination. Core strengths include Role intake, Sourcing and Screening coordination. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Role intake

Sourcing

Screening coordination

Interview scheduling

Candidate communication

Recruitment reporting

SELECTED WORK

Structured role intake

Role scorecard and interview guide

Candidate communication flow

Candidate journey and message templates

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 – Present

Recruiter

Asterline People Operations · Kochi

Delivered defined workstreams in role intake, sourcing and structured candidate coordination, coordinating reviewers and delivery partners.

- Created a role-intake brief and evidence-led interview prompts with the hiring manager.
- Mapped communication checkpoints and maintained clear status updates and feedback ownership.

Jul 2018 – Jun 2022

Recruiter

Northmere People Operations · Kochi

Supported progressively more complex work in role intake, sourcing and structured candidate coordination, with a defined review process.

- Used role intake and interview scheduling on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 – Jun 2018

People Operations Associate

Cedarfield People Operations · Kochi

Built foundations through supported assignments, observation and practical feedback.

- Assisted with sourcing and candidate communication, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 People programmes

Connect relevant evidence with the right role.

WORK EXAMPLE 01 / ILLUSTRATIVE

Structured role intake

Context

Hiring teams disagreed about essential and trainable capabilities.

Contribution

Created a role-intake brief and evidence-led interview prompts with the hiring manager.

Prepared for handover

Role scorecard and interview guide

WORK EXAMPLE 02 / ILLUSTRATIVE

Candidate communication flow

Context

Candidates lacked visibility between interview stages.

Contribution

Mapped communication checkpoints and maintained clear status updates and feedback ownership.

Prepared for handover

Candidate journey and message templates

04 Education

2013 – 2015

MBA in Human Resources

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on role intake and sourcing.

2009 – 2013

Bachelor-level study in the relevant discipline

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Role intake - advanced practice workshop

Scenario exercises and peer review in role intake, sourcing and structured candidate coordination.

2025

Interview scheduling - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Role intake, sourcing and structured candidate coordination	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.