

Before You Begin Recruiter 101 and Workbook

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Before You Begin Recruiter Training

You will notice under Recruiter 101, listed are each of the courses. These courses can be completed in any order you wish, however we've designed and listed them in an order that allows you to sequentially follow along.

Utilize to help your training: [TempWorks University Recruiter 101 Workbook](#)  < /h5>

Note Before you start your Recruiting Training, please make sure you have completed the Enterprise Overview and Hierarchy Training.

Suggested order to watch and follow along with your workbook:

Any courses listed with an asterisk (*) prior to the title are advanced courses. If you are simply seeking a basic understanding of a module, please feel free to skip the advanced courses - you can always return to them at a later date.

▼ Recruiter 101

Recruiter 101 Workbook

📄 Employee Part 1: The Basics

📄 Employee Part 2: Searching

📄 *Employee Part 3: The Employee Details

📄 *The Resume Parser

📄 Customer Part 1: The Basics


📄 Orders Part 1: The Basics

📄 *Orders Part 2: Order Details

📄 Assignments Part 1: The Basics

📄 *Assignments Part 2: The Candidate Worksheet

📄 Assignments Part 3: How to Manage and Close Assignments

Before completing the [TempWorks University Recruiter 101 Workbook](#) , please watch the related video. Filling out the workbook before watching the video? That is just crazy.

There is no limit to the number of times you can watch a video. No one becomes a master overnight!

Let us know what you think. We'd love to hear from you- please email twtrainers@tempworks.com with any suggestions, comments, and feedback you have.

Have fun!

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