

LIVE PROGRAM · FOUNDATIONAL LEVEL

Certified End-to-End Recruitment and Talent Acquisition Program

Now with AI-Assisted Sourcing, Compensation & Negotiation, and Recruitment Metrics

Learn to understand job requirements, source candidates, screen resumes, conduct initial calls, and manage the recruitment process end-to-end — built for freshers and professionals with 0–2 years of experience, using the same practical tools and techniques working recruiters use today.



DURATION
5 Weeks



SCHEDULE
Mon–Fri



DAILY SESSION
1.5 Hours



TOTAL LIVE
TRAINING
37.5 Hours



LEVEL
Foundational



BATCH SIZE
15–20



FORMAT
Live, Online

REGULAR FEE

₹2,999

LAUNCH BATCH FEE — LIMITED TIME

₹1,999



Built from the floor up — not from slides.

A practical, assignment-based and job-focused programme built from 10+ years of real recruiting experience.

WHO THIS PROGRAM IS FOR

- ✓ Aspiring recruiters (zero experience)
- ✓ Talent sourcers
- ✓ HR professionals entering recruitment
- ✓ Career switchers
- ✓ Recruitment interns
- ✓ Junior recruiters (0–2 years)

WHAT LEARNERS WILL BE ABLE TO DO

- ✓ Understand job requirements & build personas
- ✓ Build sourcing plans — manual + AI-assisted
- ✓ Search, shortlist and validate candidates
- ✓ Conduct initial screening calls
- ✓ Handle compensation & negotiation conversations
- ✓ Maintain trackers & read basic recruitment metrics

Program Structure & Learning Journey

A practical, assignment-based and job-focused programme designed to make learners recruiter-ready — refreshed with today's AI-assisted sourcing, negotiation and metrics practices.

						
START DATE	DURATION	SCHEDULE	DAILY SESSION	TOTAL TRAINING	LEVEL	APPROACH
7 Sep 2026	5 Weeks	Mon–Fri	1.5 Hrs	37.5 Hrs	Foundational	Practical + AI

PRIMARY PROGRAM GOAL

Prepare learners to start working as a Talent Sourcer, Recruitment Associate, Junior Recruiter, Talent Acquisition Executive, HR Recruiter, Recruitment Intern, or Candidate Sourcing Specialist.

FOCUS DISTRIBUTION

Talent sourcing & candidate search	40%
Resume screening & candidate assessment	13%
JD analysis & requirement understanding	12%
Interview coordination, comp. & negotiation	12%
Candidate calls & AI-assisted outreach	10%
Recruitment ops, metrics & reporting	8%
Inclusive hiring & professional practice	5%

★ Talent sourcing remains the central skill throughout the course.

PRACTICAL TRAINING MODEL

1	Concept explanation	15–20 min
2	Trainer demonstration	20–25 min
3	Learner practical exercise	30–35 min
4	Review & correction	10–15 min
5	Assignment briefing	5 min

★ No long theory sessions — every concept connects to a real recruitment task.

5-WEEK LEARNING JOURNEY



Week 1

Recruitment Foundations & Requirement Understanding



Week 2

Talent Sourcing Fundamentals



Week 3

Platform-Based Sourcing & Candidate Research



Week 4

Resume Screening, Calls & Submissions



Week 5

Compensation, Offers, Coordination & Metrics

BY THE END OF THE PROGRAMME

- ✓ Receive & understand job requirements
- ✓ Search, shortlist & screen candidates
- ✓ Submit candidates & coordinate interviews
- ✓ Create sourcing strategies (manual + AI)
- ✓ Conduct initial screening calls
- ✓ Negotiate offers & read basic metrics

Detailed Curriculum — Weeks 1 to 3

From recruitment foundations to sourcing mastery and candidate research. **NEW** marks additions reflecting current industry practice.

Week 1 • Recruitment Foundations and Requirement Understanding		Convert a job description into a clear sourcing requirement
Mon • D1	How Recruitment Actually Works Recruiter responsibilities, recruitment vs TA, in-house vs agency, hiring types, lifecycle, roles, daily workflow, recruiter toolkit overview.	WEEK 1 ASSIGNMENT JD analysis (incl. AI-generated summary, reviewed), requirement summary, candidate persona, alternative titles, mandatory/preferred skills, target companies, sourcing questions.
Tue • D2	Understanding Job Roles & Hiring Requirements Title vs role, department/function/designation, seniority levels, IC vs manager, why companies hire.	
Wed • D3	How to Read a Job Description AI-ASSISTED Responsibilities, qualifications, mandatory vs preferred skills, keywords — plus using AI to summarise JDs and extract keywords.	
Thu • D4	Requirement Intake & Recruiter Clarification Key recruiter questions, urgency, openings, ideal profile, comp, notice flexibility, deal-breakers, intake notes.	
Fri • D5	Building the Candidate Persona Titles, skills, experience range, target companies, location, comp, ideal vs acceptable profile.	
Week 2 • Talent Sourcing Fundamentals		Convert requirements into keywords, Boolean strings & searches
Mon • D6	Building a Sourcing Plan AI-ASSISTED Sourcing channels and targets, plus AI-assisted brainstorming of target companies and titles.	WEEK 2 ASSIGNMENT Keyword bank, candidate persona, 3 Boolean strings (≥1 AI-assisted), 2 X-Ray strings, sourcing channel plan, search-result observations.
Tue • D7	Building a Keyword Bank AI-ASSISTED Keyword extraction and title variations, plus AI-assisted synonym generation.	
Wed • D8	Boolean Search Basics AND / OR / NOT, quotation marks and parentheses.	
Thu • D9	Advanced Boolean Practice AI-ASSISTED Refining strings by hand, plus AI-drafted Boolean strings and learning to spot & correct AI's mistakes.	
Fri • D10	Google X-Ray Search LinkedIn X-Ray, document search, exact titles, locations and exclusions.	
Week 3 • Platform-Based Sourcing and Candidate Research		Source candidates across LinkedIn, portals, Google & more
Mon • D11	LinkedIn Sourcing From Scratch Reading profiles, understanding sections, identifying key information.	WEEK 3 ASSIGNMENT Source 15 candidates for one role; categorise as Strong Match, Possible Match, or Not Suitable, with reasons.
Tue • D12	Advanced LinkedIn Search + Recruiter Overview NEW Title/company/skills search, refining results, plus a walkthrough of LinkedIn Recruiter — InMail strategy, projects, pipelines.	
Wed • D13	Job Portal Sourcing Using portals effectively, filters, saved searches and alerts.	
Thu • D14	Alternative Channels & Talent Pools NEW Competitor-company sourcing, referrals, communities, plus building passive-candidate talent pools.	
Fri • D15	Candidate Research & Profile Validation Checking career progression, identifying inconsistencies, documenting notes.	

★ Daily sourcing practice begins Day 6 — a 15–20 minute activity every day through the end of the programme.

Detailed Curriculum — Weeks 4 & 5 + Capstone

Resume screening, candidate communication, compensation, interview coordination, recruitment metrics and final recruiter readiness.

Week 4 • Resume Screening, Candidate Calls and Submissions		Shortlist fairly, screen by phone, submit at recruiter quality
Mon • D16	Practical Resume Screening Resume structure, relevant experience, career progression, gaps, transferable skills, shortlist/hold/reject.	WEEK 4 ASSIGNMENT Resume screening for 10 candidates, 1 mock candidate call, candidate assessment form, submission summary, outreach sequence.
Tue • D17	Screening Accuracy & Inclusive Hiring NEW Mandatory vs preferred requirements, objective notes, bias-free and inclusive screening practices.	
Wed • D18	Candidate Screening Calls Recruiter introduction, verifying employment, comp, notice period, interview availability, closing the call.	
Thu • D19	Communication & AI-Assisted Outreach AI-ASSISTED LinkedIn/email/WhatsApp outreach, follow-ups, plus AI-personalised outreach at scale.	
Fri • D20	Candidate Evaluation & Submission Job fit, recruiter recommendation, AI-assisted candidate summaries (reviewed), submission quality.	

Week 5 • Compensation, Offers, Coordination and Job Readiness		Manage candidates post-submission & demonstrate full-cycle readiness
Mon • D21	Interview Coordination Scheduling, calendar management, confirmations, reschedules, interviewer alignment.	WEEK 5 ASSIGNMENT Full-cycle simulation, interview coordination log, feedback summary, negotiation script, offer-to-joining tracker, basic metrics report.
Tue • D22	Candidate Prep, Feedback & Experience NEW Interview prep, feedback summaries, and how every touchpoint shapes employer brand.	
Wed • D23	Compensation, Negotiation & Joining NEW CTC structure, salary benchmarking, negotiation fundamentals, counteroffers, offer letter & BGV basics, joining follow-up.	
Thu • D24	ATS, Recruitment Metrics & Reporting NEW ATS workflow, pipeline stages, time-to-fill, source-of-hire, conversion ratios, AI-assisted weekly reporting.	
Fri • D25	End-to-End Simulation + Career Readiness Full-cycle simulation, recruiter interview prep, resume & LinkedIn optimisation with AI tools, sourcing portfolio.	

RECOMMENDED PRACTICE ROLES

Beginner Roles

HR Recruiter · Customer Support Executive · Sales Executive · Accountant · Digital Marketing Executive · Office Administrator

Intermediate Roles

HR Business Partner · Business Development Manager · Financial Analyst · Software Developer · Data Analyst · Talent Acquisition Specialist

FINAL CAPSTONE PROJECT

JD analysis · intake questions · candidate persona · keyword bank · Boolean & X-Ray strings · LinkedIn & job portal plans · 10 candidate profiles · screening scorecard · submission summary · interview email · negotiation script · offer-to-joining tracker · metrics summary · final presentation

Trainer Profile, Assessment & Why StaffIQ

Built from the floor up — not from slides.



"From real calls to real hires — I teach what actually works."

Key Strengths

10+ Years IT Recruitment · US IT Staffing · Full-Cycle Recruiter · Bench Sales · Prime Vendor Relationships

Kulsahib Singh Anand

FOUNDER & LEAD TRAINER, STAFFIQ TALENT SOLUTIONS

With over 10 years in Talent Acquisition, US IT Staffing and Recruitment Delivery, Kulsahib has worked across the full staffing chain — from Technical Recruiter to Senior Manager. StaffIQ was created to offer practical recruitment training built from real calls, real JDs, real submissions and real placements.

Career Journey

Present — Founder & Lead Trainer, StaffIQ Talent Solutions

Apr 2019–Present — Senior Manager, Recruitment & Delivery, Suneru Inc

Previous — Junior Account Manager / Senior IT Recruiter, KTek Resourcing

Earlier — Technical Recruiter, Mindlace & SoftStandard Solutions

ASSESSMENT STRUCTURE

Talent-sourcing assignments	30%
Job-description & requirement analysis	15%
Resume-screening exercises	15%
Candidate screening call	15%
Recruitment tracker, metrics & communication	10%
Final capstone project	15%

60%
Passing Score

75%+
Certificate of Merit

85%+
Certificate of Excellence

MANDATORY JOB-READINESS OUTPUTS

10 job descriptions analysed · 20 Boolean strings (manual + AI) · 10 keyword banks · 5 candidate personas · 50 candidate profiles sourced · 30 resumes screened · 3 mock candidate calls · 5 submission notes · 5 outreach messages · 1 negotiation script · 1 metrics report · 1 recruitment tracker · 1 end-to-end project

LEARNER RESOURCE KIT

 Recruitment Lifecycle Guide

 JD Analysis Worksheet

 Intake Questionnaire

 Persona Template

 Keyword-Bank Template

 Boolean Workbook

 Google X-Ray Guide

 LinkedIn Checklist

 Job Portal Checklist

 Resume-Screening Scorecard

 Screening-Call Script

 Assessment Form

 Submission Template

 Outreach Templates

 Interview Coordination Templates

 Offer-to-Joining Tracker

Ready to Build Your Recruitment Career?

Learn practical recruiting skills you can apply from Week 1 — including AI-assisted sourcing, compensation negotiation, and recruitment metrics.

REGULAR FEE

₹2,999

LAUNCH BATCH FEE

₹1,999

 **Enroll Now**

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