



TARA MENON

Recruiter

intake meetings, sourcing, structured screening

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FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Recruiter with an illustrative 12-year career in people operations, recruitment and organisational learning. Combines intake meetings, sourcing, structured screening with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes role intake alignment, candidate communication workflow and sourcing effectiveness review. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced recruiter opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes MBA in Human Resources. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

12 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

- intake meetings / sourcing
- structured screening / candidate communication
- interview coordination / ATS
- consent records / pipeline reporting

PROFESSIONAL MISSION

Turn a clear brief into dependable people operations, recruitment and organisational learning work: understand the context, apply intake meetings and sourcing, record the evidence and explain the limitations before handover.

Career family: Human Resources & Recruitment | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Recruiter

Meridian People Operations (fictional)

Jul 2023 - Present | Kochi, India

Independent ownership of scoped recruiter work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Defined job-related requirements and evidence prompts.
- Introduced clear stage messages and ownership.
- Led brief clarification and prioritised work using intake meetings, sourcing and structured screening. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a process and criteria brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of candidate communication and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Recruiter

Northline People Operations (fictional)

Jul 2019 - Jun 2023 | Kochi, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in structured screening and candidate communication.

- Compared qualified-stage progression by source with limitations.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied interview coordination and ats to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a reviewed outcome and feedback summary so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Define job-related criteria and process ownership before evaluating people or requests.
- Handle personal information through permissioned records and appropriate access limits.
- Use consistent evidence and human review; do not infer protected traits or automate consequential decisions.

PROFESSIONAL EXPERIENCE / EARLIER

Recruiter

Cedarbridge People Operations (fictional)

Jul 2016 - Jun 2019 | Kochi, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving intake meetings and sourcing using a documented preparation and review process.
- Supported candidate communication workflow by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through consent records and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Recruiter

Cedarbridge People Operations (fictional)

Jul 2014 - Jun 2016 | Kochi, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with intake meetings and structured screening within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Role intake alignment. Defined job-related requirements and evidence prompts. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Candidate communication workflow. Introduced clear stage messages and ownership. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Sourcing effectiveness review. Compared qualified-stage progression by source with limitations. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Role intake alignment

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in people operations, recruitment and organisational learning; not a real client case study.

Problem. Hiring teams used conflicting evaluation criteria.

Objective. Create a workable response to this issue through intake meetings, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Recruiter; owned the stated workstream, not the full organisation or every collaborator contribution.

- Defined job-related requirements and evidence prompts.
- Prepared the scope with the commissioning team, identified unresolved inputs and used intake meetings to turn the brief into a sequenced work package.
- Applied sourcing and structured screening while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. intake meetings / sourcing / structured screening / candidate communication

Deliverables. Role intake alignment - scoped brief; Role intake alignment - reviewed working package; Role intake alignment - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a process and criteria brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for role intake alignment, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

SPECIALIST PRACTICE

People and privacy

The sample focuses on intake meetings, sourcing, structured screening. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on intake meetings and candidate communication for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of candidate communication workflow, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included.

SELECTED WORK / 02 AND 03

Candidate communication workflow

P2 | Jan 2025 - Jun 2025 | Meridian People Operations (fictional)

Problem. Applicants received inconsistent process updates.

Objective. Create a workable response to this issue through sourcing, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Recruiter; owned the stated workstream, not the full organisation or every collaborator contribution.

- Introduced clear stage messages and ownership.
- Prepared the scope with the commissioning team, identified unresolved inputs and used structured screening to turn the brief into a sequenced work package.
- Applied candidate communication and interview coordination while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. sourcing / structured screening / candidate communication / interview coordination

Delivered. Candidate communication workflow - scoped brief; Candidate communication workflow - reviewed working package; Candidate communication workflow - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for candidate communication workflow, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

Sourcing effectiveness review

P3 | Jan 2020 - Jun 2020 | Northline People Operations (fictional)

Problem. Activity reports did not explain relevant outcomes.

Objective. Create a workable response to this issue through structured screening, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Recruiter; owned the stated workstream, not the full organisation or every collaborator contribution.

- Compared qualified-stage progression by source with limitations.
- Prepared the scope with the commissioning team, identified unresolved inputs and used interview coordination to turn the brief into a sequenced work package.
- Applied ats and consent records while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. structured screening / candidate communication / interview coordination / ATS

Delivered. Sourcing effectiveness review - scoped brief; Sourcing effectiveness review - reviewed working package; Sourcing effectiveness review - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for sourcing effectiveness review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

EDUCATION AND SPECIALIST LEARNING

MBA in Human Resources

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2012 - May 2014 | completed - fictional record
Focus: intake meetings, sourcing, candidate communication. Specialist study on role intake alignment; an illustrative learning project, not a published result.

Bachelor's in Psychology

Cedarhaven College of Applied Studies (fictional institution)
Jul 2009 - May 2012 | completed - fictional record
Focus: structured screening, interview coordination, ATS. Applied coursework in intake meetings, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Structured interviewing workshop (2023). Intake meetings and candidate communication in the context of recruiter work. Used reflective exercises and a bounded practice example related to role intake alignment.
People-data stewardship lab (2024). Sourcing and interview coordination in the context of recruiter work. Used reflective exercises and a bounded practice example related to candidate communication workflow.
Manager communication practicum (2025). Structured screening and ats in the context of recruiter work. Used reflective exercises and a bounded practice example related to sourcing effectiveness review.
Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.
Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included.
Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.
No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.
Contact placeholder: tara.menon@example.com. No phone, live profile URL or verified reference is supplied.
Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.