

## Job Description

### Recruiter II (E11)

Grade: **E11**

Reports To  
(title): **Recruiting Manager**

| MAJOR FUNCTION / ROLE | General purpose of the job; major expected results. |
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Responsible for recruiting and staffing throughout the assigned area of responsibility, following company guidelines. Recruits for both exempt and non-exempt positions. Maintains communication with technical managers throughout the assigned area of responsibility relative to critical jobs and standard recruiting needs as well as maintaining pipelines of candidates for ongoing needs or upcoming projects.

| JOB DUTIES | Typical duties and responsibilities of job. |
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- Communicates with hiring managers in the company as to the technical staffing needs, key personnel, overall perspective on future direction, and senior management needs and priorities both immediately and for the future for assigned area of responsibility.
- Develops strong, trustworthy relationships with key stakeholders within the assigned area of responsibility, including senior operating leadership and HR staff.
- Assigns priority to key positions as ascertained from managers and assumes responsibilities which may include: determining position requirements, technical duties, special skills, etc; initial screening of candidates; telephone interviewing of candidates; evaluation of each candidate with recommendations for interviews; setting interviewing schedules; debriefing both candidates and interviewers; assisting in the negotiation (if required); and assisting in the "closing" of the candidate. Conducts reference checks for candidates.
- Researches resources to find qualified applicants and candidates who meet specific needs and qualifications, and identifies them for current or future talent needs.
- Actively sources qualified candidates for urgent needs in the assigned area of responsibility through using all accessible recruiting tools. For example: Career Center, database searches, advertising, agencies, networking and passive candidate sources. Prioritizes use of recruiting tools based on urgency and budget.
- Performs research for passive candidates.
- Creates requisitions that clearly define the scope and responsibilities of each position in order to attract candidates. Manages all requisitions (including those created by technical personnel) and their respondents through the Career Center on a regular basis -- daily or every other day. Qualifies those candidates and refers as appropriate to the managers for consideration. Ensures that applicants and requisitions are properly processed in the Career Center, in order to comply with the DOL.
- Seeks ways to increase diversity in the assigned area of responsibility.

- Coordinates the efforts of approved search firms (when approved by the technical manager/client). Acts as liaison between the search firm and the manager to facilitate the smooth hiring of candidates. Selects the search firm based on competency in the technical area; coordinates the submission of resumes; and proactively oversees the smooth and timely flow of the hiring process.
- Coordinates and attends college recruiting activities; serves as an advocate for the hiring of college recruits when appropriate.
- Tracks candidates throughout the system, through the company's ATS and by communicating directly and frequently with the hiring managers, monitoring turnaround time within assigned area of responsibility, encouraging a more rapid flow of the process when it appears stalled, and ensuring that appropriate comments are made for each candidate. For requisitions posted by the local HR Rep or the technical manager, the Recruiter stays in regular communication with them to assist and train them as necessary.
- Places advertisements in print, electronic, and minority publications. Checks to make sure that requisitions have been posted. Utilizes social networking sites to advertise job opportunities, particularly among passive candidates.
- Prepares and issues offer letters to selected candidates and communicates to appropriate personnel on the hire status of new staff.
- Performs such other duties as the supervisor may from time to time deem necessary.

**SCOPE** Aspects that help define or distinguish level of work and its importance to the organization.

**COMPLEXITY** (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Job requires an extremely perceptive person who is capable of relating to individuals at all levels of the organization. The incumbent must be cognizant of company needs, employee goodwill, public image, the timeliness of the recruitment process (critical), and how to move things along properly, without allowing the process to falter. Incumbent must also be constantly aware of the business needs within the assigned area of responsibility, and have an overall sense of the business and staffing needs and critical areas throughout the organization, with ability to prioritize HR tasks and handle recurring challenges, either with the manager or with the process itself.

**DECISION-MAKING** (Supervision received; independent judgment or initiative; consequence of error):

Works under minimal supervision. Consistently uses sound independent judgment in evaluating/screening and referring candidates, in communicating with managers and the Regional HR Manager and other HR personnel, and in the negotiation of fees for local administrative and accounting recruiting firms in coordination with the Supervisor. Job requires the application of policies and procedures, as well as company recruiting guidelines.

**WORK DIRECTION GIVEN TO OTHERS** (Titles and number of personnel; type of direction given):

May occasionally give direction to clerical personnel who may assist with recruiting and reporting duties.

**INTERNAL CONTACTS** (Required interaction/relationship with others within the organization):

Continuous contact with all levels of management in assigned area of responsibility is imperative to meet the recruiting needs of that area. Incumbent must maintain a positive day-to-day interaction with the Regional HR Manager, other HR staff in the assigned area of responsibility, other Recruiters throughout the company, and specialist HR staff. Communicates as needed with technical managers in the assigned area of responsibility.

**EXTERNAL CONTACTS** (Required interaction/relationship with others outside the organization):

Frequent contact with approved search firms to assign recruitment projects. Participates in professional associations for networking and learning purposes. Develops and maintains relationship with company's ad placement agency.

#### MINIMUM REQUIREMENTS

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##### **EDUCATION AND EXPERIENCE**

Bachelor's degree in related field and three years of hands-on recruitment experience.

Experience in the recruitment of professional-level personnel within the company or within a technically demanding volume-based environment required. A combination of employment agency and corporate experience highly preferred.

##### **SPECIAL SKILLS**

Incumbent must have a passion for recruiting, strong perceptive abilities, and client service ethics, as well as ability to foster positive client relationships and satisfy recruiting needs. Job requires exceptional oral and written communication skills and solid interpersonal skills. Excellent follow-up and follow-through abilities as well as a strong sense of urgency, discretion and confidentiality are indispensable in this position. Experienced with Microsoft office products, including Word, Excel, and PowerPoint.

##### **PROFESSIONAL REGISTRATIONS**

None.

#### COMPETENCIES

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General Competencies expected of all Professional and Managers are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

#### OTHER

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Ability to work with minimum supervision under the pressure of heavy workload, interruptions, and frequent deadlines. Ability to communicate effectively both in person and over the phone.

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