Staff Recruiting Specialist

Working Title: Staff Recruiting Specialist  
Job Family: Human Resources  
Proposed Classification Title: HR Specialist II  
Proposed Pay Grade: P34  
Job Category: Professional & Scientific

Minimum Qualifications:
Bachelor’s degree and 3 years of related experience; OR a combination of education and related experience totaling 7 years.

Summary – Staff Recruiting Specialist:
Provides direct recruiting support for managers in delivering recruiting services using a working knowledge of all applicable policies, procedures, and best practices. Responsible for working with hiring managers and HR Partners to develop viable recruiting strategies, manage requisitions, source and attract candidates, assist with hiring decisions, and facilitate the hiring process in conjunction with the HR service team for assigned area(s). Maintains a thorough understanding of jobs and associated requirements across the university. Fields questions on recruiting related practices and strategies, escalating to the appropriate Senior HR Partner as needed. Provides Workday expertise and process support; leveraging system in order to complete all necessary business processes.

Duties Statements:

Recruitment Strategies:

- Provides frontline recruiting guidance and customer service support for relevant area(s) as it relates to Merit, P&S, and contract positions and requisitions.
- Communicates with hiring managers to identify needs and provides expertise on applicable recruiting strategies.
- Communicates talent policies and processes to area(s) and HR Partners, delivering training as necessary.
- Develops recruitment goals and objectives in partnership with hiring managers and HR Partners.
- Collaborates with UHR Talent Acquisition team to implement University advertising, marketing, and branding strategies.
- Proactively and effectively communicates with Senior HR Partners and HR Partners regarding trends, developments and changes related to recruiting within relevant area(s).
- Builds talent networks internally and externally to the university to find qualified active and passive candidates.
- Maintains working knowledge of all applicable HR policies and procedures, including Board of Regent rules for Merit employees.
- Escalates complex recruitment issues to Senior HR Partner.
- Ensures process compliance with applicable rules, regulations, and policies.
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Recruitment and Selection:
- Develops recruitment plans in collaboration with hiring manager and executes on that plan.
- Facilitates recruiting business processes in Workday by reviewing and approving hiring manager-initiated processes or initiating processes on behalf of the hiring manager.
- Creates and manages requisitions in partnership with HR Coordinators, HR Partners, and area hiring managers.
- Creates and manages job or evergreen requisitions in Workday.
- Places advertisements in support of sourcing plans.
- Keeps HR Partner, HR Coordinators and Hiring Managers informed on key recruiting activities.
- Manages candidate pools, reviewing candidates to evaluate qualifications against position requirements, sourcing passive candidates, ensuring a quality candidate experience, and facilitating the hiring process.
- Conducts “first pass” on candidate pools, providing phone screen support to hiring managers and employing area(s).
- Checks candidate references and ensures background checks are completed as required.
- Discusses and negotiates salary and offers as a liaison between the hiring manager and candidate upon request.
- Prepares employment offer.
- Dispositions and communicates with non-selected candidates.
- Works with the Office of Equal Opportunity to ensure compliance with AAP goals.
- Follows up with hiring manager (if position closes) regarding review and satisfaction with pool, and provide counsel on next steps.

Preferred Qualifications:
- Recruiting experience with a wide variety of positions.
- Experience with various selection and interview processes such as phone interviews and reference checks.
- Experience developing strong applicant pools.
- Demonstrated ability to collaborate with other business and/or functional areas.
- Comprehensive understanding of local, state, and federal employment laws.
- Demonstrated ability to maintain confidentiality.
- Experience working with applicant tracking systems (Workday, iCims, Taleo, etc.).
- Experience recruiting on all social media outlets and/or utilizing search engine optimization.
- PHR or applicable recruiting certification.

Expected Competencies:
- Collaboration – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- Relationship Building – maintains and fosters relationships within, across, and external to organizational boundaries.
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- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **HR Acumen** – demonstrates skills and knowledge relevant to the HR function, applying best practices in the discipline to accomplish their work.
- **Organizational Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Lead with Integrity** – instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner towards others.