**JOB TITLE:** HR Generalist-Recruiter

**JOB CODE:** P0233 **FLSA:** Exempt **JOB GRADE:** 9

**DIVISION:** Administrative Services **DEPARTMENT:** Human Resources

**REPORTS TO (Title):** Director Employment, EE Relations & Training

**PRIMARY PURPOSE:** Source and recruit prospective employees for executive, management and professional positions. Partner with line of business leaders to develop a staffing strategy appropriate for the open position. Maximize sourcing effectiveness through the utilization of traditional and technology driven channels. In conjunction with the Director, participate in the management of routine Employee Relations issues. Participate in the facilitation of employee training programs. Contribute to the achievement of the Human Resources Department objectives through active participation in the department’s strategic projects and initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Partner with hiring manager to develop a recruitment strategy appropriate for open positions. Establish target fill dates and drive actions that will achieve the desired result. Develop and utilize recruitment tools to source appropriate candidates for job openings. Maximize sourcing effectiveness by utilizing all traditional and technology driven channels, i.e. LinkedIn, Monster, Ladders and social media platforms. Maintain candidate pipeline for future needs.
2. Utilize effective interviewing skills and techniques to solicit information relevant to the decision making process; assess candidate responses and make hiring recommendation. Ensure hiring managers have the appropriate tools and guides available to facilitate a positive hiring outcome. Negotiate and deliver executive level offers.
3. Maintain current and accurate applicant tracking records and related requisition files. Ensure compliance with all aspects of established recruitment procedures. Recommend modifications to policies and procedures as appropriate. Develop and maintain recruitment metrics to monitor the effectiveness of sourcing tools, methods and channels.
4. Apply thorough understanding of laws and regulations governing employment and execute all tasks in a manner that ensures compliance.
5. Oversee the new hire orientation program and conduct new hire orientation as part of the scheduled team rotation. Analyze outcome of new hire surveys and implement changes or enhancements. Partner with HR colleagues to develop and implement bank-wide and departmental onboarding programs. Develop processes to ensure effective execution and measure results.
6. Participate in the facilitation of employee training programs. Contribute to the effectiveness of training content by making recommendations for modifications to existing programs. May partner with the Director in researching content for new program development.
7. In conjunction with the Director, may support line of business leaders in the management of routine employee relations matters. Provide guidance and direction to line managers in their development of performance management documentation.
8. Partner with Compensation Analyst in the development of job descriptions.
9. Participate in the development and execution of the bank’s diversity program.
10. As a member of the HR team, contribute to the achievement of the department’s objectives by actively participating in strategic projects and initiatives that may often cross functional lines within the department; i.e. succession planning, staffing analysis, performance management program, rewards and recognition, etc.

**JOB SPECIFICATIONS:**

**Knowledge, Skills & Abilities**

* Working knowledge of federal and state laws governing employment and labor (EEO, ADA, Age Discrimination, NLRB, etc.)
* Knowledge and understanding of AAP candidate tracking and reporting requirement.
* Thorough understanding of candidate recruitment channels with an emphasis on technology solutions including social media recruitment.
* General understanding of employee relations management processes preferred.
* Prior experience in training/facilitation preferred.
* Comfortable working in time sensitive environment with ability to prioritize and manage multiple deliverables simultaneously.
* Demonstrated ability to work well in a team environment with a willingness to cross-functional boundaries to support department and bank-wide objectives.
* Strong communication skills with the ability to listen and interpret business line needs and ability to present information in a direct, concise manner; ability to develop relationships and influence outcomes.
* Ability to maintain and report on confidential information in an appropriate manner.
* Computer user ability in Microsoft Word, Excel, and Internet. Ability to be trained and quickly become competent in use of company’s Recruitment software.

**Experience & Education**

* 3 - 5 years recruitment/HR Generalist experience, with a demonstrated success in recruitment of high level professional positions; experience in banking or financial services is strongly preferred.
* Bachelor’s degree in Business, concentration in Human Resources or related field preferred.
* PHR, SPHR certification or progress toward certification preferred.

**Working Conditions/Physical Requirements**

Office environment. Daily use of wrists, hands, fingers to use computer. Ability to hear and speak clearly for gathering and giving simple to complex information to a group. Ability to operate motor vehicle to travel throughout company footprint as required.

***DISCLAIMER***: *This information describes the general nature and level of work performed by employees in this job. The description is not designed to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Reasonable accommodation may be made to qualified disabled individuals for the performance of essential duties and responsibilities*.