

Contract Recruiter Job Description

Job Title: Contract Recruiter
FLSA Status: N/A
Department: Human Resources
Reports to: Lead Recruiter
Updated: 01/28/15

Job Purpose and Requirements

Recruiter is responsible for delivering highest level of staffing services to Tabitha leaders and associates. Performs full lifecycle of recruiting steps and maintains excellent relations with hiring managers, candidates, and the community at-large.

- Confer with hiring managers to discuss staffing needs, discuss recruitment strategy; edit job description if/as needed and post position
- Leverage online recruiting resources, employee referrals, and networking to identify and recruit the very best candidates for Tabitha. Grow and preserve network of contacts to help identify and source qualified candidates
- Manage as needed scheduling and logistics of all interviews between candidates and hiring managers
- Prescreen daily on-line applications and resumes to determine credential match to include skills, experience and knowledge in relation to position requirements. As appropriate, conduct initial telephone screening to further vet candidate match. Recommend top candidates to hiring manager
- Provide complete, accurate, and inspiring information to candidates about Tabitha and the position
- Participate in monthly New Employee Orientation Program
- Facilitate initial on-boarding process for each new hire
- Document daily all interactions and information on each candidates thoroughly using iCIMS tool including: search status; hiring manager interactions, and other recruiting activities
- Provide weekly update report to Lead Recruiter on all recruiting activities, able to provide snapshot updates on specific positions when requested
- Retain an effective pipeline of key talent potentially available for immediate hire in order to meet recruitment and turn-over trends
- All other duties as assigned

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge in all full lifecycle recruiting components including, but not limited to, sourcing, qualifying, networking, assessing, legal, job analysis, wage and salary trends



- Excellent writing and editorial skills
- Ability to think analytically and anticipate industry/market conditions
- Strong knowledge and skills using Internet, mining online databases and job posting applications
- Exceptional verbal communication skills

Background Requirements

- Bachelor's degree in human resources or business related field is desired
- A minimum of three years of demonstrated recruiting experience with a broad/deep range of positions
- Previous healthcare experience a plus