



## **JOB POSTING**

Date:	January 30, 2018	Job Title:	Talent Acquisition Manager
Reports To:	VP Organizational Development/HR	Department:	34 – Human Resources
Hours/Shift:	8:00am – 5:00pm / M – F	Status:	Salaried Exempt

### **Job Summary:**

Responsible for leading the strategies and execution of talent acquisition and retention for Hexagon. Lead recruitment for US based exempt roles and oversee technical (non-exempt and hourly) selection processes. Support selection strategies for all Hexagon globally. Success measures include: retention, time to fill, talent audit, and bench strength and succession planning.

### **Primary Responsibilities:**

- Lead talent acquisition strategy and execution of talent-based philosophy – Fit, Talent, and Skill for all Hexagon, including the use and improvement of all necessary tools and team-based selection. Interviewing.
- Primary recruiting responsibility for staffing US based exempt and non-exempt roles with support for strategies for our international locations. This includes entire selection process – external marketing/job boards, etc., initial screening, interviewing, feedback collection, and placement. Will have lead on some international roles based on level (i.e. Director and above).
- Leads the creation and execution of the Hexagon employment brand with goal of being the employer of choice in the markets we compete for talent.
- Creates, maintains, improves, and communicates all applicable employment reporting including: retention, internal fill rate, time to fill, bench, talent audit, diversity – female and minority representation, and succession planning.
- Coordinates selection decisions with selection managers/teams through a team based interviewing approach.
- Owns the selection philosophy and teaches and develops selection managers in the philosophy and tools for talent-based selection program and all appropriate tools and resources.
- Works closely with Human Resources team and selection managers to ensure newly selected people are properly on-boarded.
- Coordinates internal job postings and internal candidate processing.
- Ensures 100% compliance with the timely completion of reference/background checks, appropriate post-offer physicals, drug screens, etc.
- Leads the development and management of all talent pool resources – associations, colleges/universities, high schools, recruiters, including specific talent pools for hard to fill roles, and actively participates in career fairs and other appropriate talent pool activities.
- Manage the internship program, including building strong relationships with colleges/universities and strong visibility of intern's work within the organization. Conduct specific company events for intern population.
- Develop and lead annual Talent Audit and Succession planning process for Hexagon.
- Manages Applicant Tracking Systems (including identification and implementation).
- Manages all selection related budget line items (recruiting, placements, relocations, etc.).
- Performs other duties as assigned.

### **Qualifications:**

#### **Education and Experience**

- Bachelor's Degree in Business, Human Resources or related fields.
- Master's Degree (preferred)
- Ten years of progressive experience selection experience ("Employer of Choice" techniques and experience) – including experience in a manufacturing or engineering industry.
- Multi-geographical/International experience (preferred).
- Experience and success with positive people practices and culture development.
- PHR or SPHR Certification (preferred)



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## Competencies

- Energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
- A strategic visionary with sound technical skills, analytical ability, good judgement, and a strong operational focus.
- A well-organized and self-directed individual who is “politically savvy” and a team player.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.
- A good educator who is trustworthy and willing to share information and serve as a mentor.

## Other Skills/Abilities or Special Requirements:

- Travel – Including International up to 20% per calendar year.
- Ability to lift and carry up to 25 lbs. on a regular basis, (Career Fair equipment).
- Ability to sit, stand, bend, climb or walk for up to 8 hours or more per day.
- Ability to work with both hands and both feet on a regular basis.
- Flexibility to work additional time/days outside established work schedule to achieve organizational goals and objectives.

## Apply:

- Internal Applicants: Complete an internal application and submit it to Human Resources.
- External Applicants: Email your resume to: [applymp@hexagonlincoln.com](mailto:applymp@hexagonlincoln.com)

OR mail your resume to:  
Hexagon Lincoln  
Attn: Human Resources  
5150 NW 40<sup>th</sup> Street  
Lincoln, NE 68524

Hexagon Lincoln provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, affiliation, national origin, age, disability or genetics.