The Human Resources Recruiter is responsible for recruiting, screening and interviewing applicants. Acts as a consultant to assigned Bryan Medical Center and Health System management staff for employment situations, including but not limited to recruiting and hiring. Represents Bryan Medical Center/Health System at assigned events, internally and throughout the community. Identifies, develops and facilitates presentations related to human resources for internal and external clients as assigned.

PRINCIPAL JOB FUNCTIONS:

 \*Commits to the mission, vision, beliefs and consistently demonstrates our core values.

 \*Reviews applications received via the on-line application system; confers with hiring manager to determine direction of interviewing and any assessment tools to be utilized.

\*Reviews and identifies the most qualified candidates for openings; forwards applications to hiring manager; acts as a consultant to the hiring manager in determining the best candidate, appropriate salary and other considerations surrounding the hiring process; interprets results of pre-employment references and discusses findings with the hiring manager.

\*Develops local and national recruitment plans using both traditional and creative applicant sourcing ideas.

\*Utilizes a variety of recruitment techniques including direct calling, and internet to generate qualified candidates.

\*Analyzes outcomes of pre-employment assessments for applicants and provides management staff with interpretation and feedback.

\*Ensures position status or regret letters are sent to candidates in a timely manner.

\*Answers questions and provides information to Health System personnel regarding employment policies, requirements and general employee benefits; communicates with applicants regarding the status of their application and the hiring process; works with Employee Health for return to work issues.

\*Attends local, state and national recruitment events.

\*Maintains assigned positions and applicant database via the online application system throughout the hiring cycle; generates and analyzes metrics data such as cost per hire, time to fill, vacancy rates and turnover rates and addresses issues/trends; compiles and tracks expenses related to recruitment, employment and training while monitoring spending related to budgeted amounts; may provide recommendations to budget process.

\*Uses labor market information to plan for current and future recruitment needs; projects potential vacancies, plans for areas of difficulty and works with management on staffing related issues.

EDUCATION AND EXPERIENCE:

Bachelor’s degree preferred. Minimum of five (5) years experience in recruitment, preferably in a health care environment, required.