

## UW HEALTH JOB DESCRIPTION

### Recruiter

|  |                          |                         |                   |
|--|--------------------------|-------------------------|-------------------|
| Job Code: 350019                                 | FLSA Status: Exempt      | Mgt. Approval: C. Klein | Date: August 2023 |
| Department: Human Resources – Talent Acquisition | HR Approval: S. Whitlock | Date: August 2023       |                   |

### JOB SUMMARY

The Recruiter is responsible for developing strategies to attract, source, and hire the best qualified candidates who embrace UW Health’s mission and values. The Recruiter partners with management and other members of the Human Resource Staff to develop and implement both traditional and creative recruitment strategies to attract top talent to assure staffing needs are achieved. Specific responsibilities include sourcing, screening, interviewing, creating and extending job offers, developing recruitment plans, advertising/marketing, and building relationships. Under general supervision, the Recruiter exercises judgment in the performance of responsibilities and is expected to serve as a resource for other staff both within and outside of Human Resources.

### MAJOR RESPONSIBILITIES

- Responsible for all phases of the recruitment process including, but not limited to recruitment plan development, sourcing, screening, hiring and onboarding new hires.
- Consult with hiring managers to determine needs, review position requirements, develop recruitment strategies, source candidates, review resumes, and conduct interviews to ensure all positions are filled within established metrics and that hiring decisions are consistent with employment laws and regulations including ADA, Wisconsin Statutes, and the Public Authority legislation.
- Work collaboratively with hiring managers to develop and implement proactive recruitment plans to meet current and projected staffing needs, with particular emphasis on difficult to fill positions.
- Participate in and support recruitment events promoting healthcare and employment at UW Health: job fairs, virtual career fairs, community organization partnerships, college recruiting, and other creative recruiting events.
- Work collaboratively with UW Health Compensation and hiring managers to create competitive job offers that align with UW Health’s total rewards philosophy.
- Partner with hiring departments, career pathway programs, Marketing and Communications and our internal sourcing division to promote UW Health opportunities and build pipelines of diverse qualified candidates for current and future recruitment needs.
- Analyze recruiting metrics and strategies, to recommend changes or create awareness to issues as appropriate, create a more streamlined and efficient hiring process and reduce overall time to fill and improve quality of hire. Continuously explore alternative staffing, sourcing, and selection techniques to align with industry best practices.
- Serve as project lead for Recruitment-related initiatives, as assigned. These will typically include projects driven by our HR Strategic Plan.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

|   |           |  |
|---|-----------|--|
| Education                                 | Minimum   | Bachelor’s degree in business administration, human resource management or relevant field. Four (4) years of experience in recruitment and selection related activities may be considered in lieu of the Bachelor’s degree, in addition to the experience below.   |
|   | Preferred |  |
| Work Experience                           | Minimum   | Two (2) years of professional level human resources experience in recruitment and selection related activities.  |
|   | Preferred |  |
| Licenses & Certifications                 | Minimum   |  |
|   | Preferred |  |
| Required Skills, Knowledge, and Abilities |           | <ul style="list-style-type: none"> <li>• Knowledge of the principles and practices of human resources management including recruitment and selection concepts and practices.</li> <li>• Knowledge of and experience using an applicant tracking system to effectively manage the hiring process.</li> <li>• HRIS knowledge &amp; experience highly desirable.</li> <li>• Experience working with word processing, database, and spreadsheet software.</li> <li>• Excellent interpersonal skills and customer orientation.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to work effectively in a team environment</li> <li>• Ability to work under pressure and prioritize effectively in a fast-paced environment; leverages peer resources for assistance as needed.</li> <li>• Multilingual preferred.</li> </ul> |
|--|---|

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

|  |                             |  |                              |
|--|-----------------------------|--|------------------------------|
|  | Infants (Birth – 11 months) |  | Adolescent (13 – 19 years)   |
|  | Toddlers (1 – 3 years)      |  | Young Adult (20 – 40 years)  |
|  | Preschool (4 – 5 years)     |  | Middle Adult (41 – 65 years) |
|  | School Age (6 – 12 years)   |  | Older Adult (Over 65 years)  |

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level  |  | Occasional<br>Up to 33% of the time | Frequent<br>34%-66% of the time   | Constant<br>67%-100% of the time                                      |
|--|--|-------------------------------------|---|---|
| <b>X</b>   | <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | <b>Up to 10#</b>                    | <b>Negligible</b>   | <b>Negligible</b>   |
|  | <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.  | <b>Up to 20#</b>                    | <b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | <b>Negligible</b> or constant push/pull of items of negligible weight |
|  | <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.   | <b>20-50#</b>                       | <b>10-25#</b>   | <b>Negligible-10#</b>   |
|  | <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.   | <b>50-100#</b>                      | <b>25-50#</b>   | <b>10-20#</b>   |
|  | <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.  | <b>Over 100#</b>                    | <b>Over 50#</b>   | <b>Over 20#</b>   |
| List any other physical requirements or bona fide occupational qualifications: |  |                                     |   |   |

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.