

## UW HEALTH JOB DESCRIPTION

### RECRUITMENT SPECIALIST

Job Code: 350016	FLSA Status: Non-Exempt	Mgt. Approval: E. Molitor	Date: March 2020
Department: Human Resources- Talent Acquisition		HR Approval: J. Theisen	Date: March 2020

### JOB SUMMARY

The Recruitment Specialist works in close collaboration with the Recruiters to assist managers and supervisors in filling vacant positions and proactively sourcing candidates. The Recruitment Specialist also serves as an advisor to internal and external candidates in assisting with and answering questions to ensure the recruitment process is efficient and effective.

Job duties include posting of position, sourcing, screening and routing top candidates, phone interviews, advertising, coordinating and communicating job offer details and completing necessary steps to onboard new hires. This position serves as a resource to internal and external customers in assisting with and answering questions relating to UW Health Talent Acquisition to ensure the recruitment process is efficient and effective.

The incumbent will provide comprehensive, professional customer service, accurate data entry, and information dissemination in compliance with UW Health, local, state and federal rules, regulations and guidelines. Additionally, assist with events and other projects as needed.

### MAJOR RESPONSIBILITIES

#### Job Requisitions and Recruitment

- Provide advice to hiring managers on relevant process/procedure for creating job requisitions, posting vacancies and preparing for recruitment.
- Review all job requisition information for accuracy, completeness and appropriate approvals.
- Obtain position description and verify approval with Compensation staff.

#### Applicant Processing

- Complete applicant tracking/applicant disposition in Oracle.
- Coordinate the referral of applicants and the scheduling of initial and subsequent interviews.
- Coordinate reference checks on final candidates.
- Prepare and send acknowledgment, eligibility and status letters to applicants.
- Respond to inquiries from applicants, including status of recruitment process, rate of pay and other conditions of employment.

#### Sourcing

- Collaborate with recruiters and hiring managers to develop recruitment plans for UW Health positions
- Create a visible presence out on social media for all current and future positions in recruitment
- Network and reach out to passive candidates with skills and knowledge relevant for current or future hiring needs

#### Selection and Hiring

- Complete and/or review hiring forms for completeness and accuracy and enter the appropriate data into Oracle.
- Schedule new employees for an Employee Health Assessment.
- Schedule new employees for New Employee Orientation and follow up on processing of new hire paperwork.
- Prepare and send regret letters to non-selected applicants.
- Prepare confirmation letter, review letter with hiring Manager and Recruiter and coordinate new hire paperwork for new employees.
- Schedule appointments with new employees to complete new-hire paperwork and coordinate completion of employment documents (such as I-9, and emergency contact information) with new employees prior to New Employee Orientation.
- Review new hire paperwork for disclosure of related criminal convictions, and review findings with Recruiter.
- Facilitate completion of social security verification, Medicare sanction check and education verification and certifications.
- Close out recruitment files and prepare new employee paperwork to be scanned into personnel files.

#### Miscellaneous Duties

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- Utilizing reports and job requisition files, conduct audits to ensure accuracy of entries and employee records.
- Assist with preparation for job fairs and professional conventions.
- Provide on-going consultation and assistance to internal and external applicants to enhance the understanding of the recruitment process.
- Assist in training and providing guidance to new Recruitment Specialists.
- Participate in special projects to improve the recruitment and selection process, or to increase efficiency in processing data.
- Assist with special projects as needed.

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

### JOB REQUIREMENTS

Education	Minimum	Graduate from High School or equivalent
	Preferred	Associate's or Bachelor's degree in Human Resources
Work Experience	Minimum	Two (2) years' experience in an office environment or in a customer service role.
	Preferred	Two (2) years' experience in human resources
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> <li>• Strong attention to detail and accuracy.</li> <li>• Ability to establish and maintain effective working relationships with all internal and external customers ensuring a high level of customer satisfaction.</li> <li>• Ability to maintain confidentiality of any and all information encountered.</li> <li>• Ability to communicate effectively, both verbally and in writing, to both internal and external customers.</li> <li>• Ability to analyze and interpret data</li> <li>• Demonstrated ability to develop and initiate process improvements</li> <li>• Strong technical skills. Experience working with Microsoft Office; knowledge of People Soft and/or Oracle preferred.</li> <li>• Excellent organizational, prioritization, time and project management abilities.</li> <li>• Ability to be self-directed in accomplishing coordination and decision-making responsibilities.</li> <li>• Ability to operate office equipment.</li> <li>• Ability to create a trusting, positive and supportive work environment.</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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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 Up to 33% of the time	Frequent 34%-66% of the time	Constant 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 dockets, 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	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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	sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	<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>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.