

UW HEALTH POSITION DESCRIPTION

POSITION SPECIFICS			
Title: Senior Recruiter		Department/Number: 6307	
Reports to: Manager, Recruitment			
Job Code: 2434	FLSA Status: Exempt		
Manager Approval:	Date:	HR Approval: Thom Weiss	Date:

POSITION SUMMARY

Under the direction of the Recruitment Manager, the Senior Recruiter will serve in a leadership capacity in the UW Health Recruitment team. The Senior Recruiter will be responsible training new recruitment specialists and cross-training recruiters, leading regular Recruitment “pod/team” meetings, coordinating and assigning workload of team members. The Senior Recruiter is responsible for documenting process changes and leading process improvement initiatives. The Senior Recruiter will partner with the appropriate HR Business Partner and operational leaders to communicate and address workforce and recruitment challenges.

In addition to the incumbent’s leadership responsibilities, the Senior Recruiter is responsible for administration of the recruitment program focused on attracting and efficiently hiring qualified and competent candidates who embrace UW Health’s mission and values. The incumbent functions as an integral member of the Recruiting team, consulting with UW Health management, and other members of the Human Resource Staff to assure staffing needs are achieved. The Senior Recruiter is responsible for sourcing and recruitment and selection for all UW Health positions. Specific responsibilities include applicant interviewing, development of recruitment plans, position advertising/marketing, candidate sourcing, building candidate pools and relationship building. Under general supervision, the incumbent 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

1. Work collaboratively with managers and supervisors to develop proactive recruitment plans that meet the current and projected staffing needs, with particular emphasis on difficult to fill positions.
2. Participate in and support recruitment events promoting healthcare and employment at UW Health, such as job fairs, virtual career fairs, college recruiting, or other recruiting events.
3. Implement recruitment strategies aimed at attracting and hiring diverse candidates, including networking with minority colleges/universities, diversity career fairs, community organizations and targeting recruitment of minorities and women in areas identified in the Affirmative Action Plan.
4. Work collaboratively with Compensation and the hiring manager to assure that the Position Description (PD) is current and an accurate reflection of the position before posting.
5. Work collaboratively with Compensation to identify market pay issues that affect a department’s ability to attract qualified applicants.
6. Work collaboratively with Compensation to identify appropriate pay rate for job offers.
7. Compose and coordinate placement of local, national, and/or other recruitment advertising utilizing traditional and nontraditional methods, including web placements and social networking at approved sites.
8. Effectively source passive candidates for current and future jobs at UW Health
9. Ensure communication with applicants is on-going to maintain engagement during the recruiting process.
10. Work with client organizations to assess best method to select well-qualified candidates while maintaining ongoing communication to address concerns and insure proper administration of recruiting practices and policies.
11. Coach and advise hiring managers/supervisors on appropriate interview techniques, valid selection criteria, and thorough reference checking.
12. Understand and improve department processes to create a more streamlined and efficient hiring process and reduce overall time to fill.
13. Continually analyze existing selection criteria and tools, and make modifications as necessary to improve decision-making when openings occur.
14. Screen and Interview candidates for select positions, and refer best-qualified candidates to Manager/Supervisor for consideration.
15. Develop and make formal offers of employment. Be able to negotiate salary offers.
16. Assure that all pre-employment requirements are met including coordinating the scheduling of the pre-employment health assessment, new-hire paperwork and New Employee Orientation.
17. Ensure that selection decisions are consistent with employment laws and regulations, including ADA, Wisconsin Statutes, and the Public Authority legislation.
18. Collaborate with Employee Relations and managers on the timely placement/disposition of displaced

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workers and other Employee Relation issues.

19. Serve on project teams, as asked or assigned.

Performance Measures:

- Cycle Time
- Acceptance rates
- Vacancy rate
- Compliance with policies, employment laws and regulations
- Applicants with Managers satisfaction with staffing process customer service

All duties and requirements must be performed consistent with the UW Health Service and Performance Standards.

POSITION REQUIREMENTS

Education	Minimum	Bachelor's degree in business administration, industrial relations, human resource management or related field. A strong history of recruitment experience will be considered in lieu of an undergraduate degree.
	Preferred	
Work Experience	Minimum	Three (3) years of experience in Recruitment.
	Preferred	Previous project or people leadership experience
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of the principles and practices of human resources management including recruitment and selection concepts and practices, including behavioral interviewing, sourcing best practices, and developing recruitment plans. • Knowledge of and experience with an HRIS system. Experience with PeopleSoft data entry process is highly desirable. • Experience working with word processing, database, and spreadsheet software. • Excellent interpersonal skills and customer orientation. • Excellent verbal and written communication skills. • Ability to work effectively in a team environment • Ability to work under pressure in a fast-paced environment and manage an evolving workload. • Multilingual preferred. • Local, state and federal laws governing employment, employment relations and labor management (Title VII, FLSA, ADEA, FMLA, ADA, COBRA, etc.); with an ability to interpret and provide guidance on employment related and union issues. • Strong negotiation skills • Ability to lead a team

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
x	Sedentary: 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 sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible

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	<p>Light: 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.</p>	<p>Up to 20#</p>	<p>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</p>	<p>Negligible or constant push/pull of items of negligible weight</p>
	<p>Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.</p>	<p>20-50#</p>	<p>10-25#</p>	<p>Negligible-10#</p>
	<p>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</p>	<p>50-100#</p>	<p>25-50#</p>	<p>10-20#</p>
	<p>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</p>	<p>Over 100#</p>	<p>Over 50#</p>	<p>Over 20#</p>
<p>List any other physical requirements or bona fide occupational qualifications:</p>		<ul style="list-style-type: none"> • 		