



JOB DESCRIPTION

Recruiting Specialist

Business Unit: Aspire Indiana
Department: People Operations
Reporting To: Team Lead, Talent Strategy
Created: 4/11/2019

Location: Noblesville, IN / Remote
Site: Noblesville Administration
FLSA Classification: Full Time, Exempt
Modified: 10/23/2020

POSITION SUMMARY

The Recruiting Specialist will partner with the Aspire management team to ensure that recruiting strategies and initiatives are met. This position will support recruiting efforts and is responsible for delivering on established metrics across the full cycle of recruiting. This will be achieved through the administering of local, regional, and statewide recruiting plans, employing traditional and more creative non-traditional recruiting strategies. This position plays a critical role in ensuring Aspire attracts and retains the best possible talent.

ESSENTIAL RESPONSIBILITIES

Recruiting

- Assisting hiring managers with the job requisition process
- Posting job openings by creating and communicating recruiting materials across a variety of platforms and sources in order to connect with the most qualified talent
- Manage candidate pools and recruiting pipelines so that we ensure we are considering the most qualified applicants for each opening
- Conduct resume and application pre-screening in order to route candidates to the correct requisitions
- Conduct initial phone screens for recommendation to the Hiring Managers
- Oversee the virtual recruiting assistant tools and resources
- Conduct required background checks (i.e., driving history, criminal history, DCS checks, etc.) and check credentials and references prior to job offers
- Scheduling new hires for orientation, training, and job shadowing, as needed
- Maintain current position descriptions organization-wide within the Talent Acquisition software
- Assist with pre-adverse notification, adverse action letters, and rescinded offers
- Provide regular data in support of recruiting metrics and engage in departmental goals
- Responsible for the timely, accurate, administration of human resources related files and documentation
- Assist interns with exploring and connecting with opportunities at Aspire
- Assist with coordinating resources for job fairs, open houses, and other recruiting opportunities

Customer Service

- Interact with staff and others in a positive, helpful and professional manner via the HR ticket system, phone, email or video
- Respond promptly, courteously and positively to inquiries from staff and/or applicants with a strong ability to effectively handle difficult situations with appropriate tact, respect and resourcefulness
- Communicate the value of Aspire's culture, benefits, and incentives to applicants
- Provide support, such as scheduling meetings, correspondence, report creating

- Foster positive communication and a team work atmosphere

Performance

- Meet or exceed established metrics for individual, department, and organizational goals
- Adhere to Aspire’s policies, procedures, and guidelines, including the Corporate Compliance and Safety Programs as it applies to individual job duties, the department, and the company
- Timely complete all required personnel related documentation according to policies and procedures (e.g., PTO requests, expense sheets, training requests, TB documentation, etc.)

Coordination and Communication

- Nurture and grow healthy, positive relationships with applicants, team members, coworkers, and vendors
- Engage in the collaborative process of performance management and professional development through constructive feedback with team members, supervisor, and all members of the leadership team
- Ability to learn from and relate respectfully with people from a variety of other cultures
- Build and maintain a strong network of external relationships with vendors and external contacts
- Communicate effectively and collaboratively with Aspire department representatives
- Open to coaching; respond appropriately to direction from management
- Respond in a calm and effective manner to a variety of inquiries, requests, and/or feedback regarding programs, policies, procedures, projects, or individual performance
- Represent Aspire at the community level by attending networking and educational opportunities and promoting the positive reputation of the organization
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities
- Respond in a calm and effective manner to a variety of demands, projects and personality types
- Report any incidents or difficulties with performing these functions to a member of management in a timely manner

Reporting & Documentation

- Maintain necessary files covering applications, interviews and/or testing/assessment procedures and any other business documentation according to Aspire standards
- Respond to requests for documentation in a timely manner in accordance with established policies and procedures
- Timely complete and maintain all external required reports and/or documentation according to Aspire standards, policies and procedures, and as required by external agencies

Professional Development

- Complete and maintain compliance with any and all required trainings, certifications and continuing education requirements for the position to enhance professional and job-related skills
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Attend community education events/seminars to continue developing expertise in the field and improve important professional relationships
- Proactively create and execute a professional development plan to stay current within field

Core Values

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibilities; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion
- **Self Care** - Takes deliberate care of our own mental, emotional, physical, financial, and social well-being

Position-Specific Competencies

- **Detail-oriented** – Ensure accurate record keeping with meticulous attention to HR records, documentation and other business documents
- **Problem-Solver** – Critical, creative thinker in solving problems and reaching goals
- **Effective communicator** – Use 2-way communication that demonstrates warmth, clarity, and professional consideration for staff, vendors and/or other business contacts
- **Conscientious** – Repeatedly produces consistent and polished work from established professional disciplines and guidelines; always works to meet high quality standards
- **Organized** – Promptly assist staff, applicants, vendors and/or other business contacts in an organized, efficient, and steady manner; take pride in maintaining accurate systems

Skills, Knowledge & Abilities

Education and Experience

- A bachelor's degree in a related field and three years' human resources experience, or an associate's degree with five years, or seven years of experience in the HR field
- Full cycle, high volume recruiting experience highly preferred
- Must have intermediate to advanced computer skills, especially with HRIS and Talent Acquisition systems
- Healthcare and/or non-profit experience preferred

Other

- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must be able to work independently and collaboratively within a team setting
- Must be able to demonstrate the effective use of Human Resource Information Systems (HRIS)
- Maintain compliance with applicable employment and labor laws
- Must possess a solid understanding of employment and labor laws; as well as equal opportunity employment guidelines and ADA
- Must possess the ability to learn and utilize relevant computer operating systems, and the ability to operate a variety of office equipment
- Must be able to respond appropriately and effectively in crisis situations by using good judgement and following Aspire protocols
- Must have strong customer service and interpersonal communication skills and the ability to communicate effectively via phone or in person
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and the ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates, and/or agents
- Must have reliable transportation to visit multiple work sites and conduct off site business activities
- Display a positive work ethic

Background Checks

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

Supervisory Responsibilities

This position has no supervisory responsibilities

Work Hazard Category

Category III - Normal work routine involves no exposure to blood, body fluids, or tissues

Physical Demands & Working Conditions

The nature of work (physical, mental and visual demands) is consistent with a high activity, general office environment. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Predominantly an office-based environment, travel within the community, as needed
- Use of computers, cell phones, virtual meeting tools and other technology devices up to 90% of the time
- Ability to communicate effectively in person, by phone, email or video
- Daily, weekly, monthly and annual deadlines
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Physical requirements of the job include consistent periods of prolonged sitting or remaining in a stationary position more than 50% of the time; occasional standing and walking, which may include uneven surfaces, kneeling, squatting, crouching up to 30% of the time; some bending, stooping, stretching, reaching less than 15% of the time
- Manual dexterity sufficient to operate common office machines; including but not limited to: keyboard, fax/copiers, telephone system, calculator, and the ability to write and/or type (repeating motions that may include the wrists, hands and/or fingers) more than 50% of the time
- Ability to lift files, open filing cabinets, climb to reach higher files, and lifting average-weight objects up to 25 lbs less than 10% of the time
- Work Environment: Noise level is moderate and for the most part ambient room temperatures, lighting, and traditional office equipment as found in a typical office
- Must be available after normal working hours and on holidays to manage emergencies that may arise

Employee Statement of Understanding

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

Employee Signature: _____

Date: _____

Printed Name: _____