

## Job Description

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<b>Job Title:</b>	Talent Acquisition Specialist
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Manager, Talent Acquisition
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 7-9
<b>Effective Date:</b>	February 2019

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### **Primary Purpose**

The Talent Acquisition Specialist is responsible for providing client focused full lifecycle recruitment advice and support to campus partners that is in-line with organizational policies, procedures and legislative requirements.

### **Key Accountabilities**

#### **Provides client focused full lifecycle recruitment advice and support for volume recruitment:**

- Conducts intake meetings with hiring managers to ensure a thorough understanding of job responsibilities, detailing the position needs, clarifying stakeholder expectations and department requirements, establishing timelines, and discussing additional strategic objectives that may be required.
- Manages the recruitment process including document/track all pertinent information using an Applicant Tracking System (ATS), (iCIMS's). Responsible for the data integrity in all information entered into the ATS and maintains all service levels for recruitment.
- Liaise as a single point of contact for both the Managers and Staff across campus, for all non-academic positions within the client groups that they are responsible for.
- Reviews all submitted resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements while upholding policies, procedures, and best practices.
- Collaborates with hiring managers to develop appropriate recruiting sources for advertising and posting jobs
- Conducts preliminary phone interviews/screens with selected candidates to further validate skills, experience and knowledge in relation to position requirements using behavioral-based interview techniques. Conducts face to face interviews as requested by the hiring managers.
- Ensures adherence to provisions of the appropriate Collective Agreements, policies and procedures, and applicable legislation.
- Participates and coordinates panel interviews with hiring committees, while ensuring confidentiality with committee members
- Develops and maintains candidate pools for select areas of high volume of recruitment.
- Manages the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.
- Supports the onboarding and the integration of the new employees.

#### **Provides direct sourcing support:**

- Provides direct sourcing of exceptional talent for clients in positions that require a more active and strategic approach to recruitment
- Provides client support in the areas of talent sourcing and social media recruitment

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<ul style="list-style-type: none"><li>• Develops the talent pipeline to support workforce planning initiatives across campus</li></ul>
<b>Provides strategic sourcing support for executive level positions:</b> <ul style="list-style-type: none"><li>• Provides support to the Talent Acquisition Manager on executive/senior-level recruitment processes to provide strategic sourcing support for clients to actively find exceptional talent</li></ul>
<b>Acts as an ambassador for the University of Waterloo for talent acquisition:</b> <ul style="list-style-type: none"><li>• Liaises externally with professional, community organizations, and agencies</li><li>• Works directly on university-wide committees for social media and UW Brand in collaboration with the Talent Acquisition Manager</li><li>• Promotes the recruitment brand of the University of Waterloo at external events and networking functions</li><li>• Anticipates, develops strategies and exercises due diligence to promote and foster fair recruitment practices</li><li>• Develops effective working relationships with client groups, senior management and within the HR department</li><li>• Develops and delivers recruitment workshops and tools for hiring managers</li><li>• Assess, evaluate and recommend talent acquisition processes and tools that will help standardize and automate processes and create organizational efficiency.</li></ul>

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<b>Education</b> <ul style="list-style-type: none"><li>• Completion of a Bachelor's degree or equivalent experience combined with Certified Human Resource Professional (CHRP) designation</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• USG 7-8; Recruitment experience with responsibility for end to end process and providing support to source candidates in a high volume environment. Extensive experience using social media to source and attract talent is essential.</li><li>• USG 9; 5-10 years executive level recruitment experience with responsibility for the end to end process. Experience of workforce planning and the ability to develop the talent pipeline for the University. Exposure to branding as it relates to recruitment initiatives.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills, and be able to build strong collaborative relationships with key stakeholders.</li><li>• Proficiency in behavioural interviewing methodologies, competency-based techniques, and/or other selection and assessment tools.</li><li>• Knowledge of relevant Employment and Human Services legislation, acts and regulations as well as employee and labour relations trends and issues.</li><li>• Motivated, ambitious, and a results-driven go-getter.</li><li>• Must be able to demonstrate strong organizational skills, and the ability to always be professional.</li><li>• Must be a Team player who thrives in a busy environment, while upholding strong business and work ethics</li><li>• Experience working with an Applicant Talent System, and a Human Resources Management System. Experience working with iCIMS and Workday an asset.</li></ul>

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- Proficient in Microsoft Office applications; Word, Excel, PowerPoint, Outlook
- Experience with compensation, and strong analytical skills to ensure employment equity
- Ability to prioritize effectively, including the ability to work independently and collaboratively.

### **Nature and Scope**

- **Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to provide advice and guidance on talent acquisition, talent sourcing and social media recruitment. Externally, this position will have significant contact with candidates, potential candidates and suppliers and will need to communicate with these external contacts with about sensitive, confidential matters that are critical to the organization.
- **Level of Responsibility:** The position is responsible for providing support to team and clients in a timely and accurate fashion (USG 7-8). The Senior Talent Acquisition Specialist is responsible for supporting the Talent Acquisition Manager with Executive recruitment and the development of the talent pipeline (USG 9).
- **Decision-Making Authority:** This job is specialized work with minimal supervision and provides guidance to others. Decisions are based on pre-determined guidelines and processes.
- **Physical and Sensory Demands:** This job requires high attention to detail and must handle distractions and interruptions, while meeting required deadlines.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with providing direct client services.