

## Recruitment Specialist

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Company: EDL

Location: East Lansing

Category: other-general

The recruitment specialist is responsible for owning and leading the recruitment process for EDL to ensure minimal time to fill while positively impacting the DE&I metrics.

### The Role and Responsibilities

Input into overall hiring strategy of the organization to ensure our teams consist of a diverse set of qualified individuals

Owner of recruitment process from requisition through offer

Ensure the staffing needs of the company are being met, with a long-term talent strategy in mind

Devise and implement sourcing strategies to build pipelines of potential applicants, such as employer branding initiatives

Develop formal apprentice program and form relationships with area schools

Identify, organize, and attend appropriate job fairs and recruitment events to build a strong candidate pipeline

Create and implement end-to-end candidate hiring processes to ensure a positive experience

Form close relationships with hiring managers to ensure clear candidate/interviewer

expectations

Determine selection criteria for candidates by liaising with managers and other members of staff

Source applicants through online channels, such as LinkedIn and other professional networks

Update/create job descriptions and interview questions that reflect the requirements for each position

Identify and refine down the most suitable talent from available candidates

Plan interview and selection procedures, including screening calls, assessments, and in-person interviews

Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders

Track and report on key performance indicators

Provide regular status updates and communicate with hiring managers

Implement and train hiring managers on behavior-based interview model

### **Candidate Specification**

Recruitment and interviewing skills

Excellent interpersonal and communication skills

Process improvement skills

Accurate and attentive to detail

Effectively manages and prioritizes multiple projects

Conscientious, proactive, and committed

Works independently and leverages resources when needed

### **Qualifications and Experience**

Bachelor's degree in Human Resources or similar

A minimum of 5 – 7 years dedicated recruiting work experience

Experience and proficiency with LinkedIn Talent Solutions to proactively source candidates

Familiarity with social media, resume/C.V. databases, and professional networks

Knowledge of applicant tracking systems

Proficient with Microsoft based programs including Teams, Outlook, Excel, Word

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