



JOB TITLE: HR Talent Partner

DEPARTMENT: Human Resources

FLSA STATUS: EXEMPT NON-EXEMPT

JOB SUMMARY:

Responsible for successful & efficient recruitment and selection of candidates for open Health System positions. Develops effective working relationships and partners with Health System hiring managers throughout the talent acquisition process. Includes active participation in recruitment plans that successfully attract qualified candidates for clinical and non-clinical positions and screening candidates via Workday HRIS platform. Serves as resource to leaders, and assists with the utilization of the Staff/Leadership assessment tool for behavioral interviewing. Responsible for facilitation of agency needs and placement. Collaborates with fellow HR team to creatively plan and facilitate effective talent acquisition events (in person and virtual). May perform reference checks/background screens, education verifications. If assigned, may be responsible for overseeing position review processes and metrics related to bi-weekly Vacancy Council meetings for review and approval of replacement and additional positions.

JOB REPORTS TO: Talent Acquisition Manager, Human Resources

PATIENT POPULATION SERVED: Not applicable

EDUCATION, EXPERIENCE, AND TRAINING QUALIFICATIONS:

Bachelor's Degree in Human Resources, Business, or a related field or equivalent administrative/business environment experience preferred. Minimum of one (1) year of recruitment or HR experience is preferred. Experience with Workday and healthcare background preferred. Working knowledge of employment laws required.

LICENSURE/CERTIFICATIONS:

PHR, SPHR, or SHRM certifications preferred.

OTHER SKILLS AND ABILITIES QUALIFICATIONS:

The ideal candidate will possess excellent communication/presentation skills and present professionally and positively at all times. Excellent computer skills required including proficiency in Microsoft Office Suite products (Word, Excel, Outlook, Power Point, etc.). Must be self-motivated, able to work independently, manage aggressive deadlines, multiple priorities and allocate appropriate time between assigned objectives.

Job Specific

1. Talent Acquisition

- Develops and facilitates creative recruitment strategies to achieve required staffing levels (fill posted vacancies). Anticipates forecasted needs and proactively works with Talent Acq. Mgr. to develop recruitment strategies.
- Rounds on Hiring Managers to support and assist in recruitment strategies
- Collaborates with other Talent Partners to produce successful recruiting events and job/career fairs
- Provides information on Health System employment standards and job opportunities to potential candidates.
- Informs candidates of job duties and responsibilities, compensation and benefits program, typical work schedules and career advancement opportunities.
- Uses various applications/social media to actively recruit open positions.
- Facilitates employment postings, announcements and/or promotions for qualified applicants.

2. Selection and Hiring

- Provides initial screening of applicants, analyzes information provided on prospective colleague's application, and refers qualified applicants for current or anticipated jobs.
- Displays skills in interviewing techniques by screening candidates for selected hot jobs and/or departments.
- Provides Staff and Leadership Assessments to Hiring Managers on candidates to support best practice in interviewing and selection of candidates.
- Collaborates with Executive Assistants to arrange travel and lodging for applicants, if necessary
- Corresponds with job applicants to notify them of employment status via Workday.

3. Vacancy Council Process (If assigned)

- Facilitation of requisition process within Workday: prepares reports, and updates, cancels, or posts positions once approved thru Vacancy Council/CEO.
- Communicates with Hiring Managers, Directors, Senior VPs/CEO on the status of Requisitions, Vacancy Council review; etc.
- Monitors the "age" of active positions and works with fellow Talent Acquisition team to best advise concerns and proposed solutions to Vacancy Council

4. Employment Practices

- Displays knowledge of HR policy and procedure and federal and state laws regarding employment practices
- Advises leadership immediately of any concerns regarding compliance of all federal and state laws regarding employment practices

- Works closely with managers to outline and reinforce the guidelines of hiring and transfer processes

5. Employment IS

- Works with HRIS Manager and Talent Acq. Mgr. to support Workday Recruiting platform. Participates in Workday TA Subgroup & offers suggestions for improvements, etc.
- Offers support and assistance to Hiring Managers on STHS Workday platform.
- Provide Hiring Manager training/support on Assessment tool.

6. Other

- May work with STHS Communications Dept to promote, plan marketing of events or position openings.
- Strives to find creative ways to promote STHS brand and employment opportunities at all times.
- Participates in HR teams and hospital committees.