



**JOB TITLE:** Talent Acquisition Manager

**DEPARTMENT:** Human Resources

**FLSA STATUS:**  EXEMPT  NON-EXEMPT

**JOB SUMMARY:**

The Talent Acquisition Manager provides leadership for STHS talent acquisition services, including candidate sourcing and screening, selection, onboarding activities, talent management, agency management and colleague retention initiatives. This role partners with Health System leadership and Executive Team to implement and drive overall talent acquisition strategies, to select and employ the most qualified candidates for the organization. Other key accountabilities include: efficient recruitment and timely delivery of services, analysis of employment metrics and implementing improvement strategies, identifying future talent needs/proactively recruiting and sourcing, implementing and maintaining technology/HRIS to enrich acquisition and retention practices, developing and maintaining relationships with colleges, universities, and professional organizations to identify and source qualified talents, STHS talent acquisition brand development and ongoing social media/advertisements.

**JOB REPORTS TO:** Director, Employment & Employee Relations, Human Resources

**PATIENT POPULATION SERVED:** Not applicable.

**EDUCATION, EXPERIENCE, AND TRAINING QUALIFICATIONS:**

Bachelor's Degree in Human Resources, Business or related field required. Minimum two years demonstrated successful experience leading a recruiting team required. Previous healthcare recruitment and Workday experience preferred.

**LICENSURE/CERTIFICATIONS:**

Current professional H.R. certification (PHR/SPHR/SHRM-CP/SHRM-SCP) preferred or acquire certification within three (3) years.

**OTHER SKILLS AND ABILITIES QUALIFICATIONS:**

The ideal candidate will be self-motivated, high energy, professional and brand-oriented with excellent interpersonal and communication (oral and written) skills. Experience in recruitment-oriented technologies preferred. Proficient in using Microsoft Office with strong Excel/Office 365 skills. Ability to analyze recruitment metrics and design sourcing strategies for desired outcomes and facilitate a partner relationship with hospital leaders and hiring managers.

## Job Specific

### 1. **Manages Employment Functions/Processes**

- Monitors the Talent Acquisition team colleagues in the job posting, application, selection, clearances, onboarding, and employment processes through direct observation, HRIS reports and employment outcomes. Meets regularly with TA team to identify needs and strengths/opportunities for improvement. Performs timely performance evaluations.
- Compiles metrics to measure recruiting activities and employment outcomes on a monthly basis, counseling TA team colleagues as needed.
- Responsible for working with Talent Acquisition team on the onboarding of staff associated with new services and/or practices.

### 2. **Manages the Talent Acquisition and employment of all staff**

- Responsible for supporting/directing Talent Acquisition team in the recruitment and screening of applications for Nursing, Patient Care Support, Allied Health, Clerical, Service & Support, Financial/Accounting, Rehabilitation, and Information Systems.
- Collaboratively develops and recommends recruitment strategies based on metrics and feedback from Talent Acquisition team and Directors/Executives impacted by staffing shortages.
- Uses HRIS to consistently monitor and improve all talent acquisition processes and outcomes. Collaborates productively with the HRIS Manager to develop reports, metrics, tools to support Talent Partners' successful and efficient acquisition outcomes.
- Responsible for planning and coordination of all on and off-site STHS recruitment events.
- Coordinates the processing of non-employee workers between the Directors and Agencies to insure STHS Onboarding and Joint Commission compliance.
- Responsible for recruiting, sourcing, screening of Executive, Director and Physician level positions.

### 3. **Employee Relations**

- Builds effective relationships with customers by dedicating time to monthly rounding on Hiring Managers/Directors to increase customer satisfaction.
- Assures the hospital's compliance with all state and federal labor laws, EEOC, the Department of Labor, Licensure boards
- Partners with colleagues and management to communicate various HR policies, procedures, laws, standards and government relations
- Supports Director and handles employee relations issues as needed.

### 4. **Compliance with Accrediting Agencies**

- Works to ensure HR compliance with Joint Commission and other accrediting agencies.
- Assists in the preparation for accrediting agency surveys
- Participates as needed in presenting employee files for review with various agency surveyors.

**5. Supervisory Functions**

- Supervises the work of Talent Acquisition team.
- Assist the Director with completion of performance evaluations and initiates disciplinary actions for staff directly supervised.
- Collaborates with other hospital departments/staff when dealing with issues involving Employment and assists with resolution.
- Monitors and reports monthly Employment Metrics to measure outcomes, productivity, market changes and sources.
- Maintains the budget for daily operations of recruitment and employment.

**ADDITIONAL FUNCTIONS**

1. Other duties as assigned