



Recruiting Partner

Working Title: Recruiting Partner
Pay Grades: 17, 18, 19

Job Family: Human Resources
Levels: I, II, III

Organizational Overview

Talent Acquisition is an office in Human Resources within the Division of Administration and Finance that supports the University of Central Florida's (UCF's) talent acquisition needs for temporary and permanent staff roles.

Position Summary

Responsible for partnering with hiring managers and leadership to develop and implement talent acquisition strategies for staff positions. Oversees development of viable recruiting strategies, management of requisitions, sourcing and attracting candidates, and facilitation of the hiring process in conjunction with the HR team for the unit. Maintains a thorough understanding of jobs and associated requirements across the university in relationship to the relevant talent market. Ensures a comprehensive and efficient hiring process through developing and facilitating talent acquisition training materials and workshops, participating in marketing initiatives, and maintenance of internal and external talent networks.

Example of Duties

- Develop recruitment plan, goals, and objectives, and review institutional equity in partnership with hiring managers and the college or division HR Business Center
- Communicate talent policies and processes to units and HR Generalists, delivering training as necessary
- Help implement university advertising, marketing, and branding strategies to support the institution's goal of becoming an employer of choice
- Proactively and effectively communicate with HR directors and central HR offices regarding trends, developments and changes related to recruiting
- Build talent networks internally and externally to the university to find qualified active and passive candidates
- Communicate with hiring managers and staff search committees to identify needs and provides expertise on applicable recruiting strategies
- Assist in drafting of position postings and advertisements

- Determine appropriate screening strategy and questions based on the competencies identified in the recruitment plan
- Screen candidates to identify top talent to forward to the hiring manager for final interviews
- Ensure hiring manager satisfaction with top candidates
- Support the development of high impact interview questions for the hiring manager and final selection committees
- Maintain working knowledge of all applicable HR policies and procedures
- Ensure process compliance with applicable rules, regulations, and policies
- Meet with applicants and employees to review qualification decisions and concerns relating to non-selection
- Ensure compliance with Affirmative Action Plan goals and help proactively source to build diverse candidate pools
- Provide consultation, support, and expertise for executive level search committees

Qualifications

Minimum Qualifications: Bachelor's degree and (0 - 4+) years of relevant experience or combination of relevant comparable education and experience.

Relevant Experience:

- Experience comprehending, interpreting, and appropriately apply the sections of applicable laws, guidelines, regulations, ordinances and policies.
- Experience with full-cycle recruiting.

Preferred Qualifications:

- Bachelor's degree
- Related certification

Competencies:

- Excellent written and verbal ability to explain facts, policies and practices to potential candidates.
- Strong customer service focus and desire to support candidates and managers in the hiring process.
- Ability to work independently and be part of a team environment while developing highly effective and valued professional relationships with peers, colleagues, and cross-functional teams and to conduct oneself in an ethical manner.
- Excellent organizational skills, attention to detail and time management.
- Strong written and verbal communication skills with the ability to communicate effectively at all levels of the organization.

- Excellent interpersonal and customer service skills and ability to persuade and sell employment opportunities.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Proficient with Microsoft Office Suite or related software. ERP experience preferred.
- Ability to remain calm and professional under stress and during emotionally difficult conversations.
- Ability to handle highly sensitive and confidential situations with objectivity, candor, and confidence.
- Demonstrated ability to invite diverse perspectives, promote an inclusive work environment and support workforce diversity.

Physical Environment

Standard office environment with no unique physical demands.

Physical/Cognitive Requirements

- Employee must be able to sit or stand for prolonged periods of time
- This role routinely uses standard office equipment
- Written communication; verbal communication; logic; fast pace; multiple priorities; sitting in normal position; analyzing; reasoning; reading

Responsibility for Confidential Data

Exposed to highly sensitive and confidential information and situations. Must be able to handle with objectivity, candor, and confidence.