



JOB DESCRIPTION

Job Title:	Recruiter	Prepared By:	Human Resources
Reports to:	VP of Human Resources	Approved By:	VP of HR
FLSA Status:	Exempt	Date:	July 2019

Donor Network West's mission is to save and heal lives through organ and tissue donation. We honor and respect the donors and families we serve with compassionate care, and inspire our communities to donate life. Every employee at DNW is responsible for fostering an organizational culture that is based on collaboration, support, and service. This includes being a proactive team player who strives for excellence by upholding the Donor Network West's core values of Teamwork, Integrity and Passion.

GENERAL JOB FUNCTION

The Recruiter will oversee full cycle recruitment for multiple divisions including: Operations, Finance, Clinical Services, Tissue Recovery Services, as well as agency staff employees for temp, and temp-perm positions throughout the organization. Using internet based sourcing and networking techniques the Recruiter will identify qualified and talented candidates for current and culture roles, providing emphasis on developing an effective candidate pipeline, resulting in reduction in time to fill. Recruiter will be responsible for maintain applicant tracking in HRIS.

JOB DUTIES AND RESPONSIBILITIES

- Manages Recruitment and Selection program.
- Works with department heads to maintain clear understanding of all current and potential openings.
- Partners with the Onboarding team to create a smooth transition from accepting an offer to becoming a DNW employee. Holds training sessions with managers, and be the point person for the recruitment and selection program.
- Initiates and develops creative methods and techniques to source, recruit and interview quality professionals or open positions.
- Manages internal and external applicant interest process.
- Distributes employment application and paperwork and review for accuracy and completeness.
- Administers pre-employment evaluations and provide interpretation of results, including drug testing.
- Creates and sends offer letters of employment or rejection correspondence



- Updates candidate status throughout the hiring process
- Serves as the key resource for identifying, evaluating and managing internet recruitment tools and sites (i.e., Monster, LinkedIn, etc.).
- Updates Company's careers website
- Develops social networking contacts via social media, association contacts, community resources, school/universities, etc.
- Identifies and participates in industry and diversity events to attract candidates; develops a calendar of events for job fairs and industry events to have a recruiting presence.
- Creates materials to provide to inform candidates of our open/commonly recruited positions.
- Thinks strategically and execute proactively with a sense of urgency to fill current needs.
- Develops unique full cycle hiring strategies and interview criteria for each role.
- Creates Quality of Hire/Retention surveys to go to new employees in 30 days, 90 days, 1 year.
- Maintains relationships with recruiting agencies.
- Evaluates staffing rates to ensure we are paying market rates for agency staff.
- Works with Executive team/Universities to develop an Internship program.
- Reviews efficiency of processes and suggest process improvements.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The qualifications listed are representative of the knowledge, skill, and/or ability required. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong business acumen and diverse business perspective.
- Knowledge of Human Resource laws related to recruiting.
- Knowledge of recruitment strategies and a desire to learn about industry regulations.
- Competitive drive to succeed and demonstrate personal value.



- Ability to guide negotiation to a positive outcome for all parties.
- Ability to exercise considerable judgment, maintain confidentiality and act with diplomacy & tact at all times.
- Experience facilitating interviews/presentations/training sessions/orientations.
- Strong applicant tracking/systems skills, MS Office skills, to include Word, Excel, and PowerPoint.
- Highly organized and resourceful with excellent written and verbal communication skills.
- Demonstrated self-initiative, a proactive, seeks solutions independently.
- Takes charge of assignment and gets the job done.
- Able to see the overall strategy and the steps to achieving a goal.
- Comfortable with multitasking and changing priorities.

EDUCATION AND EXPERIENCE

- BA/BS preferred.
- A minimum of 2 years of recent healthcare recruitment experience.
- Experience with advanced internet searches, understanding of search logic and various search engines.

PHYSICAL DEMAND OF WORK

On file in Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

Employee
Signature:

Date:

Employee Name
(Print):

Date:

