



## **Job Description**

**Job Title:** Recruiting Manager

**Reports To:** Vice President of Human Resources

**FLSA Status:** Exempt

### **SUMMARY**

The Recruiting Manager is responsible for developing and implementing strategies that will support CVP in developing and retaining high-performing employees. This individual leads the Recruitment team in continuous improvement of recruiting strategies and incorporation of best practices; and drives recruitment for key positions.

Demonstrates quality patient service during interactions with patients, coworkers, and vendors:

- Exhibits a positive attitude and is flexible in accepting work assignments and priorities
- Meets attendance and tardiness expectations
- Is dependable; follows policies and procedures
- Maintains professionalism in interactions with patients and coworkers
- Performs quality work and consistently exhibits initiative

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead full-cycle recruitment to include job postings and ads, reviewing resumes, screening and interviewing candidates; checking references; and extending job offers.
- Build strong relationships and partnerships within HR, the line of business and among department leaders to stay current with requirements and anticipate hiring trends and implement talent attraction strategies.
- Gathers recruiting statistics and tracks hiring trends to drive results. Calculate and monitor employee engagement metrics, such as retention, job satisfaction, reason for termination and turnover rates.
- Assist with designing job descriptions and interview questions that reflect each position's requirements.
- Collaborate with management team to establish and maintain programs that support the recruitment and retention of talented individuals.
- Create strong talent pipelines for CVP's current and future hiring needs.
- Manage the performance of each team member, ensures even workload for all team members, and establishes KPIs.
- Onboard new managers and practices into the recruiting procedures.
- Manage the tracking software for applicants and onboarding. Establish effective workflows and system approvals.
- Establish compliant and efficient hiring and onboarding process and procedures.
- Manage and select candidate assessment strategies and background and screening vendors. Manage the recruiting budget.
- Network through industry contacts, association memberships, social media and employees to source applicants. Champion inclusion and diversity throughout the recruitment process.
- Ensure compliance with state and federal rules and regulations.



- Participate in the development of department goals and objectives.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITY**

Responsible for the overall direction, coordination and evaluation of the Recruiting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Direct or indirect responsibilities include interviewing, hiring and training team members, planning, assigning and directing work, appraising performance; rewarding and disciplining team members. Addresses team member issues and concerns, facilitates conflict resolution.

### **DIRECT REPORTS**

Incumbent is responsible for providing supervision and leadership to staff in the following job titles:

- Recruiter

***JOB QUALIFICATIONS*** *To perform the job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily with or without reasonable accommodation. The requirements below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following:

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions.

#### **COMMUNICATION SKILLS**

Communicates in an open and concise manner. Exhibits good verbal (one-to-one and one-to-group) communication skills. Identifies and resolves communication barriers (involving self/others). Writes effective business communications. Conducts effective meetings. Participates effectively in meetings. Communicates effectively at all levels of the organization.

#### **INNOVATION**

Develops creative ideas and innovative approaches to improve things such as teamwork, patient care, work processes, or productivity.

#### **DECISION MAKING**

Plans and organizes own work. Recognizes when a system or process is not producing the desired results. Determines the cause of problems before taking action. Gathers relevant information when necessary. Systematically generates and evaluates alternatives and solutions before making a decision. Thinks in a logical, disciplined manner. Manages time efficiently. Manages multiple assignments simultaneously.



**INTERPERSONAL AND TEAM**

Facilitates communication. Solicits constructive and critical feedback for self development. Develop relationships that establish a sense of openness, concern, confidence, and trust. Gains cooperation and action from team members. Modifies style to be appropriate for each situation. Solicits and listens actively to the opinions and suggestions of others. Confronts problems and resolves conflict.

**INITIATIVE**

Takes responsibility for personal actions. Achieves results on time and within budget. Develops work skills to enrich current job and/or accept additional responsibilities. Takes appropriate action as problems or opportunities arise. Recognizes and acts upon opportunities for continuous improvement. Volunteers to help others when a need is identified. Responds to requests, suggestions, and leadership from management willingly and openly. Understand team members’ needs and requirements.

**LEADERSHIP**

Committed to professional/personal growth and development. Active participant in practice, department, and team activities and goals. Proactive in continuing to enhance leadership skills. Contributes to an enthusiastic, positive work environment. Promotes unified culture and systems. Possesses a commitment to quality and excellence. Sets a proper example for others to follow. Sets priorities with a proper sense of importance. Follows through on assignments to assure successful completion. Balances big picture with day-to-day requirements and details. Values diversity in culture, ethnic background, thought, etc. Maintains composure when dealing with emergencies and crises.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor degree in Human Resources or related field and at least five years previous recruitment related experience.
- Experience leading and managing others preferred.
- Must exhibit friendly, engaging personality and have proven organizational skills.
- Knowledge of effective recruiting strategies and techniques that improve department metrics required.
- Proficient with Applicant Tracking Systems (Paycom) or similar candidate database.
- Previous experience at a staffing agency preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- N/A

**PHYSICAL DEMANDS**

Indicate the amount of time spent for each activity required as it relates to the essential functions.

Physical Requirements	% of Time	LBS	Physical Requirements	% of Time	LBS
Bending	10		Vision – close/distance	100	
Carrying	10	≤25	Vision – color vision	100	
Climbing	10		Vision – depth perception	100	
Driving	10		Vision – peripheral vision	100	
Grasping	10		Vision – ability to adjust focus	100	



Hearing	100		Stooping	10	
Lifting	10	≤25	Walking	10	
Pulling	10	≤25	Writing/Typing	100	
Pushing	10	≤25	Speaking	100	
Reaching	10		Fine Motor Skills	100	
Sitting	80		Use of Hands	100	
Standing	10		Other (please describe)		

**Location:** Work takes place in a normal office environment. Travel to other CVP locations may be necessary to fulfill essential duties and responsibilities of the job. Thus, those needing to travel for work must have access to dependable transportation, and driving record must meet company liability carrier standards.

**Exposure:** Works in normal office environment during normal business hours. May be exposed to blood or bodily fluids. May also be exposed to various cleaning supplies.

**Equipment:** The equipment typically used in this position is a computer, fax, copier, printer, scanner and telephone. Must have good working knowledge of Word, Excel and Access. Other equipment may be used as needed. Personal Protective Equipment (PPE) follows standard precautions using personal protective equipment.

#### **DISCLAIMER**

This job description is intended to convey information essential to understanding the current scope of the job and the general nature and level of work performed by current job holder(s) within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. CVP reserves the right to change the expectations of the job and assign or reassign duties and responsibilities at any time.