

**DEPARTMENT:** Administration  
**STATUS:** Exempt/Salary  
**EXPOSURE RISK:** Category III  
**SALARY GRADE:** 21  
**REPORTS TO:** Human Resources Manager  
**SUPERVISES:** N/A

**GENERAL JOB FUNCTION**

The Talent Engagement Specialists are responsible for executing the full cycle talent acquisition and engagement process, providing efficient coordination for team members at all levels of the organization. Ensure effective candidate care in sourcing, recruiting, phone screening, interview coordination and communication, including appropriate follow up with all candidates. Actively engage in researching and relationship development with sources for active and passive candidate recruiting including specific sources for to enhance our diverse workforce. Additional responsibilities range from Human Resource Information Systems (HRIS) and Applicant Tracking System (ATS) administration, to onboarding, engagement, retention, policy administration, metric and reporting, and employment law compliance in accordance with the confidentiality and professional collaboration necessary for Human Resources related duties. Aligns daily activities with the strategic and operational goals of the organization.

**JOB DUTIES AND RESPONSIBILITIES**

**Executes a full cycle talent engagement process including proactive relationship management, engaging branded sourcing, comprehensive candidate care throughout an efficient interview process to achieve successful employment relationships and meet operational needs.**

**Sourcing:**

1. Build and maintain a successful recruiting process, including the utilization of social and digital technologies that attracts top talent and a diverse workforce. Collaborate to create clear, consistent messaging in order to strengthen the employment brand of the organization.
2. Research and recommend new sources for active and passive candidate recruiting including specific sources for relationships to enhance our diverse workforce.
3. Builds and maintains relationships with educational institutions, professional associations, community organizations, workforce agencies, and other organizations to position LifeSource as an employer of choice and increase diversity of candidate pool.
4. Actively engage in sharing the mission of the organization across identified partner organizations to engage a pipeline of potential current and future candidates.
5. Develop a pool of qualified candidates in advance of need by building networks of potential candidates.
6. Identifies and analyzes employment trends. Recommends changes in recruitment/retention strategies.
7. Collaborates with the hiring manager/director and the Human Resources Manager to develop an actionable recruitment strategy.
8. Reviews, clarifies, audits and updates position descriptions in collaboration with HR Manager.
9. Develops a comprehensive job posting to distribute to appropriate posting venues, network, and organization website, collaborating with Communications Team colleagues to create engaging, mission connection, candidate attention catching and visually appealing advertising and flyers.
10. Defines legally and time appropriate set of job specific pre-screening questions within the ATS in alignment with the job posting process.
11. Work directly with staffing agencies, when needed.
12. Manages team member referral program.

**Screening & Interviewing:**

13. Evaluates applicants by studying job descriptions and job qualifications, discussing job requirements and applicant qualifications with hiring managers, interviewing applicants on a consistent set of qualifications.
14. Develop and prepare technical, behavioral, and motivational interview questions based on job opportunities.
15. Arranges interviews by coordinating schedules of individuals across all levels of the organization. Ensures thorough, consistent communication with all involved individuals.
16. Provides timely candidate care communication regarding current employment opportunities, fostering relationships with talent to ensure they have a positive experience.
17. Expands candidate care process beyond open positions, creating an engaging experience and resource pool of potential future candidates.
18. Provides coaching and training for managers/directors and peer interviewing groups regarding the interviewing and selection process, as needed.

**Offer, reference checks, background checks and onboarding:**

19. Assists with presenting employment opportunities with detail and clarity subsequently ensuring ordering of position appropriate background and reference check.
20. Effectively communicates and engages affected individuals in fully integrated LifeSource onboarding.
21. Facilitates and ensures updated new hire orientation sessions in connection with Learning Management System (LMS).
22. Provides Policy, Emergency Preparedness, Anti-Harassment and Corporate Compliance training as appropriate to team members to ensure awareness and compliance with policies, practices, laws, and regulations that impact the organization.
23. Manages intern program, orientations; monitoring intern job contributions; advising managers on training and coaching.
24. Creates, maintains, and audits paper and electronic team member files and medical records, as appropriate, in compliance with all federal, state and/or local laws and/or regulations and ensures the confidentiality of these records according to policy and all applicable laws.

**Responsible for HRIS efforts and participation in performance excellence and quality assurance initiatives to ensure departmental and/or organizational competencies.**

1. Responsible for data analysis and reporting related to HRIS or payroll information, including employment verifications.
2. Maintains current and accurate statistical information regarding the time it takes to fill vacant positions as a resource for monitoring the efficiency of the hiring process.
3. Maintains ATS database reflecting documentation of positions open/closed dates and status of applicant, including follow up with managers or candidates in a timely manner.
4. Act as subject matter expert on employment law, legislation, and unemployment to ensure compliance with applicable professional standards (e.g., AOPO) affecting HR and employment practices.
5. Ensures documentation of fulfillment of Affirmative Action Plan (AAP) commitments and goals in employment practices.
6. Manages preparing government reports related to EEO and AAP compliance or other HR functions.
7. Participates and/or leads programs and/or initiatives to maintain or improve efficiencies of Human Resource functions.

**Provides general HR support services, including team member relations, to assist in providing continuity of services from the department to the organization.**

1. Fosters strong partnerships, demonstrating confidentiality, interacting well with team members at all levels.

2. Assists in payroll processing, preparing team member data changes or additions to the payroll, in accordance with personnel policies, and state and federal regulation.
3. Regularly reviews, clarifies, audits and updates policies and procedures.
4. Participates in the budget process, compliance testing and audits as required.
5. Tracks and shares feedback identified in new hire touchpoints, partnering with leaders to identify areas for improvement.
6. Supports effective performance management efforts including engagement, retention (stay interviews) and recognition initiatives.
7. Communicates proactively with HR team to resolve team member concerns and issues, and administrative needs that occur on a routine basis.

**STANDARD RESPONSIBILITIES**

1. Perform work while demonstrating a commitment to excellence and performance improvement.
2. Update clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
3. Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
4. Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
5. Routinely share feedback, solutions, and ideas to leadership, including identification of training needs.
6. Exhibit outstanding clinical, customer service and collaboration skills as required by position.
7. Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
8. Demonstrate LifeSource Values in work behaviors and actions.
9. Actively participate on assigned committees, work groups and project teams.
10. Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
11. Perform other duties as required and assigned by leader.

**QUALIFICATIONS**

1. Requires a combination of education and experience equivalent to 7 years of human resources or recruiting responsibilities.
2. Proven effective in establishing rapport and working relationships with external customers, including diverse groups, educational institutions and at job fairs remotely, via phone or email, and in person.
3. Ability to build relationships with internal customers across work functions and with various levels of the organization.
4. Prefer previous experience working with an ATS, HRIS or LMS database system.
5. Strong written and verbal communication, collaboration and public speaking skills are essential.
6. Ability to handle difficult situations with poise and professionalism.
7. Must be organized, detail oriented, and have excellent critical thinking, problem solving and analytical skills.
8. Proven self-directed, motivated contributor with a strong initiative and ability to function autonomously, establish priorities and work effectively within a team environment.
9. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with HIPAA.

10. Strong working knowledge of Microsoft Office applications.
11. Proven skilled and competent in using technology-based tools such as personal computers and related software, mobile devices, and electronic medical record systems as appropriate for position.

**WORKING CONDITIONS**

1. Able to work a minimum of 40 hours per week with schedule adjusted to accommodate organizational or candidate needs. Occasional over time may be required.
2. Must be able to travel locally to community organizations and recruiting events, and occasionally to national events and meetings.
3. Affected team member in Category III never or rarely have exposure to bloodborne pathogens and do not have a potential for this exposure or handle materials that could spread infection (less than one opportunity per month). Additionally, they rarely interact with staff in patient or donor areas in a hospital or clinic setting while performing their assigned job duties.
4. Ability to lift and carry up to 20 pounds occasionally.
5. Must be able to follow and successfully complete category immunization, health screening and background check requirements.

**Team Member Statement of Acknowledgement and Understanding**

Acknowledgement of this job description is performed electronically via Q-Pulse—the LifeSource document control system. A team member’s electronic signature will represent the following statement of understanding:

*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. Additionally, I understand the general description of the expectations related to work hours and absences, attached herein, are subject to change based on department and organizational requirements. I understand that LifeSource has the right to revise this job description at any time.*

**The following is a general description of the expectations related to work hours and absences. This is subject to change based on department and organizational requirements.**

**POSITION EXPECTATIONS**

**Job Title:** Talent Engagement Specialist

**Reports To:** Human Resources Manager

**Exemption Status:** Exempt; Salary

**WORK**

**Work Day:** Monday- Friday

**Hours:** 0800-1700

PD-0097

Rev 3

Talent Engagement Specialist

**Lunch/Breaks:** Self-directed

**Overtime:** N/A

**On-Call:** N/A

**Flexible Hours:** Yes

**Flexible Location:** Yes

**Weekends:** N/A

**Travel:** Locally to community organizations and recruiting events, and occasionally to national events and meetings

**Mandatory**

**Meetings:** Yes—Departmental and All Team Meetings

**Shift Relief:** N/A

**ABSENCE**

**Planned Absence** (*Vacation, Holiday, Leave of Absence, etc.*)

**Short-term:** Vacations via HRIS; HR Team support

**Long-term:** Bring in a temporary team member

**Unplanned Absence** (*Injury, Illness, Leave of Absence, etc.*)

**Short-term:** Short term unplanned absences are covered by HR Team

**Long-term:** Bring in a temporary team member

**COMMENTS**