

## RECRUITER – Nursing Support (Work From Home)

- **Location:**  
Work from home (Pennsylvania)  
**Shift:**  
Days (United States of America)  
**Scheduled Weekly Hours:**  
40  
**Worker Type:**  
Regular  
**Exemption Status:**  
Yes

### Job Summary:

The Recruiter is accountable for the Geisinger talent acquisition strategies and programs related to acquisition, selection, joining and retention of talent for assigned customers and/or positions. The Recruiter is also a critical key member in terms of achieving system/regulatory compliance objectives and quality of hire/retention goals. The Recruiter will play a strong role in executing defined talent acquisition strategies.

### Job Duties:

- Prior to posting a new position, collaborates with Hiring Manager to conduct intake session including a review of the approved job description, identifying the core competencies desired, the most important -3 preferred requirements of a top candidate, team environment and unique aspects of the opportunity (employee value proposition); develops job postings which will market the position to targeted audience.
- Coordinates the development and implementation of validated assessments related to behavioral and skill assessments; monitors reporting and measures of adverse impact.
- Conducts behavioral-based interviews and partners with HR Generalist and OD Specialist to provide hiring manager with resources and education and training related to interviewing and selection.
- Calculates and recommends starting rates and compensation for internal and external candidates by reviewing qualifications, experience, salary and grade, internal equity and other market conditions.
- Presents verbal and written offers to candidate as a Total Rewards package and negotiates with candidate in partnership with hiring manager to obtain acceptance and closure.
- Collaborates with compensation specialist as needed and required by policy or agreed upon protocols.
- Maintains current knowledge and education of regulations, laws and policies which impact specific positions and demonstrates the understanding when evaluating and adjudicating background reports.
- Collaborates with the hiring manager and other members of the Geisinger talent team to create and implement standard work which delivers an exceptional visit experience for the candidate and their family (when applicable).
- Post-Offer Engages and partners with key stakeholders in Credentialing, Employee Health, HR and Department Operations to create and implement standard work which delivers a well-coordinated and synchronized on-boarding experience.
- Engages and partners with key stakeholders to create and implement standard work which delivers an orientation agenda that acclimates new employees to our culture and the Geisinger commitment to caring.

- Develops creative programs and strategies designed to retain and engage talent in areas of high turnover.
- Develops and utilizes reports, analytics and data related to enhancing the first 90-days of employment, improving first year performance and increasing first-year retention.
- Develops and distributes a standardized 30, 60 and 90 day check-in electronic surveys for newly hired employees in areas of high turnover with a focus on first-year retention and an enhanced candidate experience.
- Utilizes data to measure and interpret each phase of the first 90 days; accurately interprets and communicates themes for action in partnership with HR Generalist to retain employees.
- Develops 90-day check in electronic surveys for hiring managers with positions of high turnover with a focus on first-year retention and an enhanced employee experience.
- Utilizes data to measure and interpret the first 90 days; accurately interprets and communicates themes for action to hiring manager in partnership with HR Generalist to retain employees.

Work is typically performed in an office environment. Accountable for satisfying all job specific obligations and complying with all organization policies and procedures. The specific statements in this profile are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.

**Position Details:**

This position will support Nursing Support in the Central region. Must be commutable for on-site presence as business needs require.

**Education:**

Bachelor's Degree- (Required)

**Experience:**

Minimum of 3 years-Related work experience (Required)

**OUR PURPOSE & VALUES:** Everything we do is about caring for our patients, our members, our students, our Geisinger family and our communities.

- **KINDNESS:** We strive to treat everyone as we would hope to be treated ourselves.
- **EXCELLENCE:** We treasure colleagues who humbly strive for excellence.
- **LEARNING:** We share our knowledge with the best and brightest to better prepare the caregivers for tomorrow.
- **INNOVATION:** We constantly seek new and better ways to care for our patients, our members, our community, and the nation.
- **SAFETY:** We provide a safe environment for our patients and members and the Geisinger family.
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We offer healthcare benefits for full time and part time positions from day one, including vision, dental and domestic partners. Perhaps just as important, we encourage an atmosphere of collaboration, cooperation and collegiality.

\*Does not qualify for J-1 waiver. We are an Affirmative Action, Equal Opportunity Employer. Women and Minorities are Encouraged to Apply. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability or their protected veteran status.