



Job Description

Job Details

Title: Talent Manager

Division: HCSC – Corporate

Reporting To: Sr. HR / HRIS Manager

Version: 1.2

ID: 02272

Department: Human Resources

Effective Date: 08/01/2024

Position Summary

The Talent Manager will be responsible for leading full cycle recruiting efforts at Hospital Central Services, Inc. & Affiliates including recruiting, interviewing, and hiring of new employees. Will conduct candidate screening and set appointments as needed, as well as resolve applicant inquiries related to open positions. Other tasks will include managing recruitment communications on the web and monitoring company metrics to attract better candidates and use company resources more efficiently.

Will be responsible for creation, implementation and maintenance of proactive recruitment initiatives with local educational partners.

This position will also be responsible for overseeing new hire orientation and coordination of 30/60/90 days post-hire activities. Because this work requires daily interactions with internal and external individuals, the ability to work well in a team environment is essential. This position will support with field recruitment as needed.

Core Values

Customer Focus

Consistently conveys that customers are the highest priority. Identifies internal & external customer needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays or other obstacles that can adversely affect the customer. Keeps customers informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Integrity

Acts in an honest way that demonstrates personal integrity and serves as a positive example of why others should trust the motives of the organization and themselves. Views themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leaves others with the clear impression that integrity is a core value of the organization.

Passion

Supports the mission with commitment and enthusiasm for the mission; has pride in the work and services that are provided; maintains a positive attitude. Pursues excellence.

Trust

Builds and maintains trust with members of their team, as well as stakeholders outside the team. Accomplishes this through open and honest communications and by following through on all commitments made. Has earned the respect of team members and other stakeholders.



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Essential Job Functions / Duties and Responsibilities

Recruitment

Responsible for the utilization of the Applicant Tracking System, where all aspects of the candidate experience are centralized. Coordinate best practices for recruitment by specific job requirements and customize job descriptions where appropriate to help identify the best talent and keywords for sourcing.

Sourcing

Source enough qualified candidates by posting available positions. Searches available resume databases and stays abreast of the Company's social media presence from a recruitment standpoint. Review employment applications and job opportunities to match applicants with job requirements. Manages current candidate activity in the applicant tracking system (ATS). Disposition all candidates in a timely manner. Works with Learning Development Curriculum manager on CQI processes to ensure hiring managers are trained and have updated processes for searches.

Interviewing and Scheduling

Conduct timely interviews and present the qualified candidates to the hiring managers for review in an efficient manner. Schedules phone, in-person, or video interviews with hiring managers for all qualified candidates. Follow up with hiring managers to get feedback and direction for the next steps.

Pre- and Post-Interview Process

Administers pre-hire employment assessments, where applicable. Prepares and presents offer letters to extend job offers to the selected candidates. Works with hiring manager on offers taking internal equity into consideration. Conduct background and other pre-employment checks for candidates after acceptance of job offer.

Administrative and Reporting

Prepare staffing and recruitment reports. Manages recruitment and retention budget. Assist and ensure high levels of internal customer service by completing additional tasks as assigned. With Sr. HR/HRIS Manager, creates and implements monthly dashboard of recruitment activity and standard human resources KPI's.

Company Retention and Culture

Help maintain company retention by facilitating external recruitment events and partnerships with community colleges and higher education schools in targeted recruitment areas. Conducts monthly "stay" interviews. Makes recommendations of other ways to keep employees engaged.

Self-Development

Treats self-development and professional growth as a life-long pursuit. Seeks mentoring and other opportunities to learn and develop new skills and applies this knowledge in the work setting. Accepts supervision, constructive feedback, and direction in the workplace.



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Education

<u>Degree/Diploma Obtained</u>	<u>Program of Study</u>	<u>Required/Preferred</u>
High School Diploma/GED		Required
Bachelors	Human Resources	Preferred
Experience in lieu of education (when applicable).		
3-5 years of Human Resources or related recruitment experience required		

Experience

<u>Years of Experience</u>	<u>Type of Experience</u>	<u>Required/Preferred</u>
3-5 Years	Human Resources	Required
3 Years	Healthcare Recruitment	Required
3-5 Years	Applicant Tracking Sys.	Required
Bi- or Multi-lingual		Preferred

Qualifications

Fluent experience with Microsoft Office applications (Outlook, Word, Excel, etc.)
 Experience in HRIS and ATS required, iSolved preferred
 Ability to prioritize and organize and carry tasks through to completion
 Able to work well with a diverse group of people
 Understands and maintains confidentiality
 Attention to detail
 Ability to think strategically
 Excellent verbal and written communication skills
 Experience with Circa, Indeed, ZipRecruiter, etc. strongly preferred

Certification & Licensures

Driver's License Required
 SHRM Certification Preferred

Potential Physical Requirement

<u>Potential Mental Requirements</u>	<u>Time Spent</u>
Seeing/General	Continuously (100% - 67%)
Close Vision	Frequently (66% - 34%)
Hearing/Listening	Frequently (66% - 34%)
Clear Speech	Frequently (66% - 34%)
Walking	Frequently (66% - 34%)
Lifting (up to 50 lbs)	Occasionally (33% - 1%)
Carrying (up to 50 lbs)	Occasionally (33% - 1%)
Sitting	Continuously (100% - 67%)
Regular Attendance	Continuously (100% - 67%)
Reading – simple	Frequently (66% - 34%)
Articulation of Ideas	Frequently (66% - 34%)



Job Description

Work Environment

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Works alone

Works with others

Works around others

Face to Face Contact

Travel

Electrical Equipment

Time Spent

Frequently (66% - 34%)

Frequently (66% - 34%)

Continuously (100% - 67%)

Frequently (66% - 34%)

Occasionally (33% - 1%)

Continuously (100% - 67%)

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the core values in all their interactions with customers and fellow employees.

Apply at [Talent Manager - Bethlehem, PA - HCSC Jobs \(isolvedhire.com\)](#)