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| <b>Job Title:</b> Recruiter                     | <b>Date Approved:</b> April 28, 2013       | <b>EEO-1:</b> 2 Prof                          |
| <b>Reports to:</b> Director, Talent Acquisition | <b>Business Unit/Dept:</b> Human Resources | <b>FLSA:</b> Exempt                           |
| <b>Job Function:</b> Human Resources            | <b>Job Family:</b> Recruiting              | <b>Job Group:</b> C                           |
| <b>Grade:</b> 66                                | <b>Job Code:</b> SHR603                    | <b>WC Code:</b> 8855 - Bank and Trust Company |

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| <b>Job Summary:</b>   | <i>In broad terms, briefly state the major purpose or primary objective of this job.</i>  |
| <p>Responsible for recruiting for multiple bank locations, divisions, or lines of business. Coordinates selection of additional and replacement staff for both exempt and nonexempt positions from internal and external sources. Facilitates the job posting process. Performs screening and conducts initial interviews of candidates. Ensures that recruiting and hiring activities are in compliance with governmental regulations and organizational policies and procedures. Builds a pipeline of highly qualified candidates for jobs of all levels by using leading and creative methods of recruiting.</p> |   |
| <b>Job Duties &amp; Responsibilities:</b>   | <i>Using brief narrative statements, describe each major function or responsibility explaining the scope of the function as appropriate.</i>  |
| ■   | Consults with Human Resources Manager and /or division management to determine staffing needs for the bank or line of business, including review of needs created by reorganizations, terminations, and resignations.   |
| ■   | Establishes and maintains a recruitment partnership with hiring managers to effectively target recruitment efforts in a cost-effective and efficient manner. Develops innovative, creative and proactive recruitment strategies to meet the business needs of each client department.   |
| ■   | Implements effective sourcing strategies to promptly find highly qualified candidates. Effectively sources both active and passive candidates to ensure recruitment needs of hiring managers and leadership are met. Leverages various resources to source qualified candidates using the Company website, the internet, community-based organizations, print media, educational institutions, formal/informal networks, etc. to recruit a diverse and highly qualified candidate pool. Sells candidates on Synovus Bank as the employer of choice. |
| ■   | Manages requisition workload and timelines to meet or exceed established expectations.  |
| ■   | Responsible for full life cycle recruiting from opening requisition to on boarding. Facilitates the job posting process, collaborating with hiring manager regarding preferred skills and experience. Recruits applicants, screens resumes, prescreens via phone interviews, selects top candidates and schedules interviews with hiring manager.   |
| ■   | Consults with management to identify and select the most qualified candidates. Coordinates new hire offers, including compensation and related benefits; extends verbal offers to candidates; produces offer letters. Ensures all new hire information including reference and criminal background checks, forms, documents, etc. are completed in a timely manner.   |
| ■   | Disseminates new hire information to candidate selected and coordinates the new hire's on boarding with HR Manager and hiring manager.  |
| ■   | Ensures that recruiting and hiring activities are in compliance with governmental regulations and organizational policies and procedures.   |
| ■   | Networks strategically with local organizations and the community to ensure visibility of the company and current job opportunities with the purpose of attracting candidates.  |
| ■   | Maintains knowledge of developments in related human resources areas such as wages and salaries, team member benefits, and policies and procedures.   |
| ■   | May orient, train, and review results of lower-level recruiters.  |
| ■   | Perform other related duties as required.   |
| <b>Required Qualifications:</b>   | <i>Describe the minimum amount/type of education, knowledge, years of experience, specific skills and abilities required to perform the job on a fully competent basis. Include all required certifications, licenses and/or training.</i>  |
| ■ <b>Minimum Education:</b>   | Bachelor's Degree in Human Resources or related discipline, or an equivalent combination of education and applicable work experience  |
| ■ <b>Minimum Experience:</b>  | Four (4) years of recruiting experience   |
| ■ <b>Certification(s):</b>  |   |
| <b>Required Knowledge, Skills, &amp; Abilities:</b>   | <i>Describe the specific work-related knowledge, behavioral or technical skills, and abilities that are required.</i>   |
| -   | Knowledge of federal and state laws governing Employment and Human Resources  |
| -   | Previous use and knowledge of applicant tracking systems and other recruiting tools   |
| -   | Knowledge of internet sourcing and passive recruitment strategies   |

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| -   | Proficient in Microsoft Office software  |
| -   | High level of interpersonal and organizational savvy   |
| -   | Strong presentation, collaboration and influencing skills  |
| -   | Ability to work independently, prioritize and work well in an environment with competing demands   |
| -   | Excellent written and verbal communication skills  |
| -   | Ability to travel to different bank locations within the region  |
| -   | Ability to interact comfortably with all levels of management  |
| <b>■ Preferred Knowledge, Skills, &amp; Abilities:</b>  |  |
|   | <i>Describe the work-related education, knowledge, behavioral or technical skills, and abilities that are preferred.</i>   |
| -   | PHR or SPHR  |
| -   | Experience in the banking/financial services industry  |
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| <b>Competencies:</b>  |  |
|   | <i>Describe the specific abilities (behaviors) required to successfully perform the essential functions of the job</i>   |
| -   | <b>Customer Focus:</b> Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.                 |
| -   | <b>Interpersonal Savvy:</b> Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact.  |
| -   | <b>Organizational Agility:</b> Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.   |
| -   | <b>Hiring and Staffing:</b> Has a nose for talent; hires the best people available from inside or outside.   |
|   | <b>Peer Relationships:</b> Can quickly find common ground and solve problems for the good of all; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration.  |
|   | <b>Negotiating:</b> Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing. |
| -   | <b>Sizing Up People:</b> Is a good judge of talent; after reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization; can accurately project what people are likely to do across a variety of situations.  |
| <b>Physical Requirements/Work Environment</b>   |  |
|   | <i>The physical requirements and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>                      |
| Sit Regularly; Stand or Walk Regularly; Talk and Hear Regularly; Ability to see objects up close or at a distance, use peripheral vision, identify basic colors; Use of Hands/ability to reach; Normal office environment; Some Travel Required |  |

**Disclaimer:** *The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*