



Jack Hughston Memorial Hospital is looking for a Full Time recruiter.

### **Position Goal**

**Hughston Recruiters are human resource practitioners who specialize in the recruitment facet of human resources. They specialize in the fulfillment of vacancies related to the Hughston organization, which may include recruitment, onboarding, and orientation.**

### **Position Responsibilities:**

- Responsible for sourcing candidates using a variety of search methods to build a robust candidate pipeline
- Screen candidates by reviewing resumes and job applications, and performing phone screenings
- Take ownership of candidate experience with accurate job postings, job descriptions, and position requirements
- Communicate efficiently with employers and employees ensuring the needs of both are met in a timely and effective manner
- Ensure timely receipt of hiring manager feedback-interview guides-to ensure candidates are dispositioned properly
- Use independent judgement to select the disposition reason as to why the candidate was not selected (based on information learned)
- Facilitate the offer process by extending the offer and negotiating employment terms
- Stay abreast of recruiting trends and best practices
- Manage the overall interview, selection, and closing process
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations
- Enter all New Hires into E-verify within 3 days of start date or recertifies rehires then files I-9 (when needed).
- Review ATS information to ensure all candidates are dispositioned and positions closed completely.
- Provide EEO training to new management team members prior to using ATS system or conducting any interviews.
- Assist with quarterly management team training-answering recruitment questions, explaining the importance of the disposition codes, and following the behavioral guides
- Responsible for creating outreach plans (creation, implementation, and execution) and review outreach regularly (quarterly at a minimum) in order to meet plan goals
- Pull, review, sort, annual data to ensure company is in compliance for AAP annual submission
- Complete yearly AAP reports for Applicant Tracking and Employee Reporting

- Assist in various HR Events as needed such as Benefits Fair, Hughston Day, Health Fair, etc...
- Attend at least (1) training class per quarter (as available).
- Assist HR Leadership with ongoing projects or assignments as needed
- Support HR policies and objectives for Hughston.
- Provide timely information to all levels of HR staff on issues as appropriate.
- Responsible for ensuring confidentiality of all HR matters.

**Experience:** Two (2) years of Human Resources experience preferred. One year of recruitment experience required.

**Education:** High School diploma or equivalent required. Higher education preferred.

**Special Qualifications:**

**Required:**

- Knowledge of Microsoft Office Products required.
- Must be able to work independently and use good judgement/critical thinking skills
- Must be able to multi-task and strong attention to detail.
- Must have organizational and problem solving ability.
- Must have working knowledge of HR regulations affecting work in this position EEO, OFCCP-AAP, and DOL (Wage/Hour preferred).
- Requires working under established deadlines and/or stressful situations.
- Must have excellent communication skills (oral and written).
- Must be able to demonstrate a high level of customer service at all times.
- Must be able to maintain confidentiality at all times.
- Must have a valid driver's license and satisfactory Motor Vehicle Record (MVR)

**If you are interested in this opportunity with Hughston,  
please apply at [www.hughston.com/careers](http://www.hughston.com/careers)**

*The Hughston Clinic, The Hughston Foundation, The Hughston Surgical Center, Hughston Clinic Orthopaedics, Hughston Medical, and Jack Hughston Memorial Hospital participate in E-Verify. This company is an equal opportunity employer that recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or protected veteran status. This company is a VEVRAA Federal Contractor.*