

POSITION TITLE: Assistant Human Resources Staffing Recruiter

DUTIES: Under general supervision, providing centralized administrative support services for the SRNS Human Resources Planning and Management/Staffing Division. Should be knowledgeable of personnel policies and procedures and be able to provide counsel, policy interpretation and administrative services for the consistent maintenance, operation and improvement of all HR site wide programs and practices. Perform activities in support of the employee benefits program and maintenance of complete and accurate personnel data records. Assist SRNS/SRNL recruiters scheduling candidates, making travel arrangements, preparing and sending all phases of interview/hiring process. Scheduling SRNS new hires for GET Training, HR Orientation, and Medical appointments. Assist with Internship and Co-Op programs working the Program Coordinator. May function as a group participant on special human resources projects. Performs routing, on-boarding and more complex human resources projects. May interface with groups inside and outside the organization (other HR departments, SBUs, projects, vendors, etc.). Demonstrates proficiency in use of PC-based business applications, including a working knowledge of applicable HR systems. Performs all work safely and actively contributes to improving safety in the work place. Other duties as assigned.

Basic Job Requirements:

Education: Bachelors Degree and 2-5 years HR experience with emphasis on Recruiting and Staffing and hands-on, in-depth knowledge of on-boarding work flow processes.

Work Hours:

SRS utilizes various work schedules; including 5/8s (8hours/day; five days per week), 4/10s (10 hours/day; four days per week), and a 9/80s (9 hours/day, five days on week A and 4 days on week B). Work week excludes SRNS holidays. Each work day has a 30-minute lunch.

Area Security Access:

A security clearance is not initially required; however, candidate must be capable of obtaining an L or Q clearance if required to perform assigned duties.

CANDIDATE EVALUATION FORM

Date: 10/08/09

CANDIDATE NAME: _____

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MINIMUM REQUIREMENTS

(See Job Description)

	YES	NO
1) U.S. Citizen	_____	_____
2) Bachelor's degree and minimum 2-5 years experience	_____	_____
a) Recruiting/Staffing	_____	_____
b) Routing/On-boarding	_____	_____
c) Knowledge of HR Systems	_____	_____
d) Familiarity of HR policies and procedures	_____	_____
3) Telephone interview to validate resume data*	_____	_____
4) Clear and effective written oral communication skills	_____	_____
5) Reference check to evaluate performance capability	_____	_____

*Evaluation validation criteria

Additional Qualifications of Candidate

Narrative Discussion of Resume Validation**

(** Discussion not required if candidate is acceptable)

EVALUATOR: _____

DATE: _____