

## UW HEALTH JOB DESCRIPTION

### Talent Sourcer

|                                 |                     |                         |                    |
|---------------------------------|---------------------|-------------------------|--------------------|
| Job Code: 350049                | FLSA Status: Exempt | Mgt. Approval: K. Kunz  | Date: January 2020 |
| Department : Talent Acquisition |                     | HR Approval: J. Theisen | Date: January 2020 |

### JOB SUMMARY

The Talent Sourcer is responsible for managing and executing all aspects of the recruitment sourcing efforts to develop a robust pipeline of diverse talent for specialized critical/difficult to fill positions and identified positions with a workforce shortage. The Talent Sourcer will partner with the hiring managers and recruiters in defining the critical hiring needs to attract a diverse set of qualified candidates for the organization.

The Talent Sourcer will proactively identify candidates through direct and indirect sourcing techniques, including complex internet searches (Boolean searches), cold calling, social/professional networking career events, diversity resources and competitor research to build a strong network of passive and active candidates. The Talent Sourcer will need to be innovative and constantly creating new strategies to engage with and deliver top talent to each role through a variety of tools, techniques, and methods.

In partnership with the recruiter, the Talent Sourcer attends hiring manager meetings, department meetings, recruitment scoping calls, and potential educational sessions with the hiring department to educate staff on sourcing techniques. In addition, he/she may join recruiter at community partnerships, colleges and professional networking opportunities to develop relationships and proactively engage candidates. The Talent Sourcer may also act as a recruiter and sourcer for a difficult-to-recruit job title/department.

The Talent Sourcer will be responsible for developing and executing the research strategy to support our sourcing needs including the development of a best practice sourcing toolkit for the recruiters in alignment with the recruitment escalation process. The incumbent will engage in initial networking calls and build a robust network of top talent, gain market intelligence, and assess candidates to gauge their fit with UW Health. Serve as primary contact for the candidate, conduct appropriate introductions to the recruiter and smoothly transition candidate to recruiter for in person interview.

The Talent Sourcer will collaborate with the Social Media Coordinator to develop and implement comprehensive marketing and advertising strategies and supporting recruitment sourcing plans that achieve recruitment goals through a variety of advertising and social media channels to include; job boards, (Facebook, LinkedIn, Instagram, Twitter, etc.), contact lists, and promotion of the employee referral program. In addition, the Talent Sourcer will also serve as the primary back up for the Social Media Coordinator.

The incumbent will act as a consultant and advisor to peers in Talent Acquisition on sourcing strategies and will assist team-members in creating recruitment plans and measuring the outcomes against pre-established goals.

The Talent Sourcer follows the organizational strategy and HR Strategy to aid in creating the appropriate recruitment sourcing strategy. Additionally, the TalentSourcer creates a comprehensive sourcing strategy, which is aligned with the goals and strategy of UW Health Talent Acquisition and UW Health.

The Talent Sourcer works independently and therefore must be self-motivated, creative, and work independently in developing appropriate recruitment sourcing strategies.

The incumbent will work with a minimum of supervision and is expected to meet and exceed established goals. The Talent Sourcer will be expected to understand and use quality principles and tools in managing his/her own work systems and processes.

### MAJOR RESPONSIBILITIES

- Works closely with the recruiter and/or hiring manager to understand staffing needs and develop a proactive, innovative sourcing/recruitment strategy to attract and recruit top diverse talent.
- Performs advanced sourcing through various mediums including internal and external database mining, networking, associations, universities, community agencies, cold calls, social media, referrals, Boolean search strings, online and traditional directories, attends recruitment events as well as other innovative sourcing methods.
- Performs initial evaluation to ensure candidates meet both job and organization requirements.
- Continually evaluates sourcing strategies. Stays abreast of current and emerging technologies to proactively identify new venues for identifying diverse qualified talent.
- Serve as a recruiter for one or more client groups with difficult to fill jobs
- Develops and maintains network and database of potential candidates for future consideration, including pipeline of passive candidates.
- The incumbent will be responsible for tracking and measuring ROI of time spent sourcing and sourcing tools and solutions.
- Other duties as assigned including special projects.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

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### JOB REQUIREMENTS

|   |           |   |
|---|-----------|---|
| Education                                 | Minimum   | Bachelor's Degree in Human Resources, Communications, Sales, Marketing, Business Administration or related field. In lieu of Bachelor's Degree, four additional years of experience will be accepted.   |
|   | Preferred |   |
| Work Experience                           | Minimum   | A minimum of three (3) years' experience in recruitment and/or sourcing.  |
|   | Preferred | Five (5) years' experience in health care recruitment and/or sourcing   |
| Licenses & Certifications                 | Minimum   |   |
|   | Preferred | Professional recruitment industry-specific certification preferred.   |
| Required Skills, Knowledge, and Abilities |           | <ul style="list-style-type: none"> <li>• Demonstrated ability to develop and manage recruitment sourcing strategies</li> <li>• Experience with and knowledge of sourcing effectiveness, screening, interviewing, selection and candidate assessment techniques</li> <li>• Intermediate or advanced level experience with using electronic media, social networking, internet research, candidate mining, and professional organizations to source candidates and build talent pipelines.</li> <li>• Demonstrated successful experience directly soliciting passive candidates</li> <li>• Demonstrated success working independently, developing and maintaining stakeholder relationships, and managing multiple tasks that meet or exceed deadlines with minimal direction.</li> <li>• Exhibits excellent oral and written communication skills with the ability to understand customers and anticipate their needs and prioritize customer satisfaction.</li> <li>• Displays in-depth knowledge and understanding of social media platforms and their respective participants (e.g., Facebook, LinkedIn, Twitter, Yelp, Google+, YouTube, Instagram, Snapchat, Pinterest, etc.) and how each platform can be deployed in different sourcing scenarios.</li> <li>• Technically savvy, with the ability to quickly pick up and understand new tools and technologies</li> <li>• Maintains a working knowledge of principles of search engine optimization (SEO), including keyword research; Highly knowledgeable in the principles of "Search and Social"</li> <li>• Ability to identify and assess challenges using critical thinking, data collection methods, analysis, experience and judgement to identify and implement solutions in a timely manner.</li> </ul> |

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

|                          |                             |                          |                              |
|--------------------------|-----------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Infants (Birth – 11 months) | <input type="checkbox"/> | Adolescent (13 – 19 years)   |
| <input type="checkbox"/> | Toddlers (1 – 3 years)      | <input type="checkbox"/> | Young Adult (20 – 40 years)  |
| <input type="checkbox"/> | Preschool (4 – 5 years)     | <input type="checkbox"/> | Middle Adult (41 – 65 years) |
| <input type="checkbox"/> | School Age (6 – 12 years)   | <input type="checkbox"/> | Older Adult (Over 65 years)  |

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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| Physical Demand Level  |   | Occasional<br>Up to 33% of the time | Frequent<br>34%-66% of the time   | Constant<br>67%-100% of the time                                      |
|--|---|-------------------------------------|---|---|
| <b>X</b>   | <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | <b>Up to 10#</b>                    | <b>Negligible</b>   | <b>Negligible</b>   |
|  | <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.   | <b>Up to 20#</b>                    | <b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | <b>Negligible</b> or constant push/pull of items of negligible weight |
|  | <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.  | <b>20-50#</b>                       | <b>10-25#</b>   | <b>Negligible-10#</b>   |
|  | <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.  | <b>50-100#</b>                      | <b>25-50#</b>   | <b>10-20#</b>   |
|  | <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.   | <b>Over 100#</b>                    | <b>Over 50#</b>   | <b>Over 20#</b>   |
| List any other physical requirements or bona fide occupational qualifications: |   |                                     |   |   |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.