



Human Resources



United in Purpose

Global Job Title **Resourcing Associate**

Discipline Human Resources

Sub Discipline Resourcing

Role Purpose

Carry out activities and actions within Talent Acquisition processes and campaigns and work with hiring managers, external resourcing agencies and 3rd parties to secure and improve the ability of the business to identify, attract and onboard top candidates to meet business resourcing needs.

Key Responsibilities and Accountabilities

1. Liaise, update and coordinate activities with external business partners such as 3rd party resourcing agencies, university career centres, recruitment websites and government agencies to elevate the organisations reputation and visibility as an employer of choice.
2. Update the talent acquisition database for past applicants and potential candidates to maintain a relationship with candidates and ensure the organisation is recognised as an employer of choice among preferred candidates.
3. Work with hiring managers to identify staffing needs and determine selection criteria against which potential candidates can be reviewed, assessed and offers of employment made.
4. Source potential candidates through multiple channels (e.g. head hunting, advertising, social platforms, professional networks), assess candidate information, plan interview and selection procedures, including screening calls, assessments and in-person interviews.
5. Design recruitment descriptions and interview questions based on job profiles and hiring managers requirements and to reflect each position's requirements.
6. Execute the onboarding process for new employees and create a checklist of tools an employee may need to perform their duties, such as technology, business systems and mobile phones to facilitate efficient and effective onboarding of new hires.
7. Organise meetings between new hires and company leaders to assist new employees in learning how different departments contribute to the success of the business and where they can go for guidance to ensure new hires remain engaged and satisfied with their new positions.
8. Collate data and information and metrics to create reports and identify areas of Talent Acquisition improvement to process and content to improve acquisition success.

About this Role

Requires understanding of the methods, activities and techniques of Talent Acquisition. Uses a good understanding of resourcing and onboarding processes and offerings to analyse requirements of individuals and matches these to talent offerings.

At this level carries out a range of activities within the talent acquisition activity including monitoring, analysing and reporting of Talent Acquisition offering and the effectiveness and success of the approach.