

Job Family Matrix

Job Function: Human Resources		Job Family: HR Recruitment - Professional	
Job Family Summary: Perform or manage a range of recruitment activities for a school/unit, including strategic candidate sourcing, screening and interviewing, and consulting with hiring managers and HR Generalists, in order to foster a diverse, inclusive and innovative community.			
Job Title: HR Recruiter II		Job Title: HR Recruiter III	
Job Code: H0956P		Job Code: H0957P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2017		Effective/Revision Date: December 2017	
Job Summary		Job Summary	
Independently perform activities associated with the recruitment and employment of new employees for a designated school/unit.		Independently responsible for providing comprehensive recruitment and employment services for a designated school/unit to ensure staffing goals are met.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Review resumes, interview candidates, administer appropriate assessment and reference/background checking • Manage current candidate activity in the applicant tracking system; follow up with candidates and hiring managers to obtain feedback regarding recruitment process • In partnership with hiring manager(s) and HR consultants, develop short-term non-exempt and exempt recruiting plans and long-range workforce and employment objectives • Assist with developing and implementing diversity and community recruiting initiatives in support of affirmative action hiring goals • Develop and implement advertising and social media recruitment strategies • May make hiring and salary recommendations and negotiate offers, after consultation with HR Generalists • May communicate important employment information during delivery of employment offers (e.g., benefits, compensation, non-compete agreements) • May analyze and use recruiting data to improve employee recruitment • May collaborate and assist with planning, organizing, and implementing outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events • May review and classify positions for both salary grade and FLSA status • May conduct executive level searches • May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc. • Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce 		<ul style="list-style-type: none"> • Develop recruiting plans, identify sourcing strategies, interview candidates, administer appropriate assessment and reference/background checking • Partner with and advise hiring manager(s) and HR consultants to determine staffing needs; educate and train on recruitment and employment practices • Follow up with candidates and hiring managers to obtain feedback regarding recruiting process • Analyze and use recruiting data to improve employee recruitment • Develop and implement diversity and community recruiting initiatives in support of affirmative action hiring goals • Develop and implement advertising and social media recruitment strategies • May make hiring and salary recommendations and negotiate offers, after consultation with HR Generalists • May communicate important employment information during delivery of employment offers (e.g., benefits, compensation, non-compete agreements) • May plan, organize, and implement outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events • May review and classify positions for both salary grade and FLSA status • May conduct executive level searches • May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc. • Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce 	
<ul style="list-style-type: none"> • Develop and execute sourcing strategies that identify top tier talent pools in an effort to ensure timely hires and manage long-term candidate networking relationships • Partner with clients to provide expertise in initiating, implementing, and evaluating recruiting practices • Review and streamline all recruiting processes and practices • Analyze and use recruiting data to improve employee recruitment • Conduct executive level searches • Negotiate offers and communicate important employment information to candidates; follow up with candidates and hiring managers to obtain feedback regarding recruitment • Develop and implement diversity programs and initiatives that support hiring goals and EEO compliance • Develop and implement advertising and social media recruitment strategy • Plan, organize, and implement outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events • May Function as subject matter expert or project lead • May review and classify positions for both salary grade and FLSA status • May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc. • Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce 			

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite • Working knowledge of labor markets, recruiting practices and effective social media recruitment tools 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite • Advanced knowledge of labor markets, recruiting practices and effective social media recruitment tools and marketing resources 	<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite • Advanced knowledge of labor markets, recruiting practices and effective social media recruitment tools and marketing resources
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources		Job Family: HR Recruitment - Management	
Job Family Summary: Perform or manage a range of recruitment activities for a school/unit, including strategic candidate sourcing, screening and interviewing, and consulting with hiring managers and HR Generalists, in order to foster a diverse, inclusive and innovative community.			
Job Title: HR Recruitment Mgt III		Job Title: HR Recruitment Mgt IV	
Job Code: H0957M		Job Code: H0958M	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: December 2017		Effective/Revision Date: December 2017	
Job Summary		Job Summary	
Manage operational recruiting activities for a unit/school including candidate sourcing, programming, training and consulting.		Manage the full cycle of talent acquisition services for a school or department to enhance the ability to attract and recruit candidates.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Evaluate recruitment procedures and systems; recommend improvements Manage recruiting plans and sourcing strategies to meet staffing needs; screen, interview and assess candidates Collaborate with hiring managers to determine staffing needs; educate and train on recruitment and employment practices Manage diversity and community recruiting initiatives in support of affirmative action hiring goals Manage outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events Manage advertising and social media recruitment strategies May make hiring and salary recommendations and negotiate offers, in consultation with HR Generalists May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc. Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce 		<ul style="list-style-type: none"> Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Establish and monitor recruiting processes and practices; recommend cost effective solutions that enhance service quality Develop sourcing strategies and provide consultative services to meet recruitment needs; lead searches and manage long-term candidate networking relationships Collaborate with hiring managers on recruiting practices and processes; develop and provide trainings on employment related topics Analyze recruiting data to identify short falls and implement improvements Manage diversity and community outreach initiatives and recruiting; responsible for diversity recruitment strategy and for EEO and affirmative action compliance and reporting Establish and monitor an effective advertising and marketing strategy for attracting talent including social media recruitment May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc. Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce 	
Core Duties		Core Duties	
<ul style="list-style-type: none"> Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Design, develop and monitor effective recruiting processes and practices; develop and implement cost effective solutions that enhance service quality Oversee and implement sourcing strategies that identify top tier talent in an effort to ensure timely hires; lead executive searches and manage long-term candidate networking relationships Advise hiring managers in initiating, implementing, and evaluating recruiting practices and processes Lead the analysis of recruiting data to identify and address gaps and to leverage opportunities Lead diversity and community outreach initiatives; responsible for developing diversity recruitment strategy and for EEO and affirmative action compliance and reporting Design, develop and monitor an effective advertising and marketing strategy for attracting talent including social media recruitment May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc. Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce 		<ul style="list-style-type: none"> Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Design, develop and monitor effective recruiting processes and practices; develop and implement cost effective solutions that enhance service quality Oversee and implement sourcing strategies that identify top tier talent in an effort to ensure timely hires; lead executive searches and manage long-term candidate networking relationships Advise hiring managers in initiating, implementing, and evaluating recruiting practices and processes Lead the analysis of recruiting data to identify and address gaps and to leverage opportunities Lead diversity and community outreach initiatives; responsible for developing diversity recruitment strategy and for EEO and affirmative action compliance and reporting Design, develop and monitor an effective advertising and marketing strategy for attracting talent including social media recruitment May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc. Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Supervisory experience • Knowledge of Microsoft Office Suite • Advanced knowledge of labor markets, recruiting practices and marketing resources 	<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite • Advanced knowledge of labor markets, recruiting practices and marketing resources 	<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite • Advanced knowledge of labor markets, recruiting practices and marketing resources
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Recruitment - Management
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Job Family Summary: Perform or manage a range of recruitment activities for a school/unit, including strategic candidate sourcing, screening and interviewing, and consulting with hiring managers and HR Generalists, in order to foster a diverse, inclusive and innovative community.

Job Title: HR Recruitment Mgt VI

Job Code: H0960M

Grade Level: 60 **Exemption:** Exempt

Effective/Revision Date: December 2017

Job Summary

Direct talent acquisition services to support current and future staffing needs. Responsible for the strategic oversight and execution of recruitment marketing for the University.

Core Duties

- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, operating procedures and budgeting
- Determine and communicate recruitment policies, standards and compliance expectations
- Oversee University’s applicant tracking system (ASPIRE) to ensure data integrity, accurate reporting, and system optimization
- Evaluate recruiting strategies, tactics, metrics, and processes in order to continually improve recruiting processes
- Develop and steward senior internal and external relationships; represent the university to external constituencies
- Lead the development and implementation of employment marketing approaches and innovative programs for recruiting diverse talent
- Develop effective approaches to increase the career mobility of current employees
- Negotiate with and manage the University's key recruitment vendor relationships
- Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce

Job Family Matrix

Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite
- Advanced knowledge of labor markets, recruiting practices and marketing resources
- Effectively able to build and maintain relationships and lead others through change

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting