



Career @ LU

Laurentian University is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal peoples, members of visible minorities, and persons with disabilities.

Group :	LUAPSA
Required :	Recruitment Officer Human Resources and Organizational Development
Responsibilities :	<p>Reporting to the Director of Talent Management and Organizational Development, the incumbent is responsible for providing an exceptional recruitment experience for the hiring manager in the selection of non-academic staff. The Recruitment Officer will communicate the services provided in relation to recruitment, source candidates, and consult with clients in order to provide value-added recommendations in all aspects of recruitment, and will ensure adherence to provisions of the appropriate Collective Agreements, policies and procedures, and applicable legislation.</p> <ol style="list-style-type: none"> 1. proactively developing and recommending creative and leading-edge sourcing and selection strategies; 2. developing an understanding of the position being recruited for in order to provide value-added recommendations for sourcing, reliability and appropriate recommendations for candidate selection; 3. ensuring receipt of recruitment requests and verifying their accuracy and completeness; 4. posting positions on various job boards to attract high quality candidates; 5. pre-screening application packages and selecting appropriate candidates for review by hiring managers; 6. providing guidance to hiring managers in the creation of interview questions and skill grids; 7. participating on interview panels as necessary; 8. mentoring and training leaders and administrative staff in the interview and selection process; 9. providing support and guidance for reference checks; 10. preparing original correspondence, with direction from hiring managers, to communicate rationale to applicants who are not selected; 11. creating the employment letter; 12. pro-actively following up to ensure that all relevant documents are received and completed in order to close the recruitment file; 13. keeping informed of changes in Human Resources policies, practices, Collective Agreement changes and related legislation in order to provide accurate guidance and value-added assistance to the Laurentian community; 14. leading new employee orientation sessions;
Qualifications :	<ul style="list-style-type: none"> • relevant university degree or equivalent; • certificate in Human Resources Management; • 3+ years of experience in a recruitment position; • strong communicator with ability to present, train and educate in recruitment process; • assertive and able to problem solve and resolve conflict; • strong attention to detail; • exceptional customer service skills; • experience with the use of innovative and traditional selection and sourcing techniques, gained through a process of continuous learning; • knowledge and experience with applying leading edge recruitment practices, including direct experience conducting various types of interviewing techniques; • a pro-active mindset and a high level of initiative; • interpersonal skills, with the ability to build rapport with a diverse group of individuals. Able to deal courteously and effectively with people at all levels; • ability to prioritize and organize in a fast-paced, high volume environment; • able to maintain a high level of confidentiality; • able to work independently and to perform effectively as a member of a team; • able to exercise tact and diplomacy and deal with people in a calm and effective manner in sensitive situations; • strong computer skills, with experience with Word, Excel, email, tracking systems, and HRIS; • oral and written competency in both official languages (French and English).
Salary :	
Competition closes :	September 20, 2013 - 16:30 PM
Last Edited :	September 5, 2013 - 10:23 AM

Applications will only be accepted through the following e-mail address: hrd@laurentian.ca