

Human Resources Job Family: Recruiter Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Recruiting Specialist II INDIVIDUAL CONTRIBUTOR	Recruiting Specialist III INDIVIDUAL CONTRIBUTOR	Recruiting Specialist IV INDIVIDUAL CONTRIBUTOR	Director Recruitment MANAGEMENT
Engage with hiring authorities to outline compositional goals, job requirements, outreach and sourcing strategies. Identify and establish internal, local, and regional alliances to create networks and talent sources of targeted populations. Partner with management on recruitment strategy on position requirements, search plans, applicant qualifications and decision-support tools; serve as member of search committees including candidate assessment.	Engage with hiring authorities to outline compositional goals, job requirements, outreach and sourcing strategies. Identify and establish internal, local, regional, and national alliances to create networks and talent sources of targeted populations. Develop recruitment strategy with management on position requirements, search plans, applicant qualifications and decision-support tools; serve as member of search committees including candidate assessment.	Engage with hiring authorities to outline compositional goals, job requirements, outreach and sourcing strategies. Identify and establish internal, local, regional, and national alliances to create networks and talent sources of targeted populations. Develop recruitment strategy with executives on position requirements, search plans, applicant qualifications, decision-support tools, etc.; serve as member of executive search committees including candidate assessment and dual career opportunities.	Responsible for strategic design, development, and implementation of proactive workforce recruitment-and-retention strategies that use new and creative models; ensure the delivery of effective recruitment and retention programs working with campus partners to design, develop, and execute recruitment-and-retention strategy.
Review pipelines of diverse talent pools for priority hiring areas, which includes use of tools and strategies.	Proactively develop pipelines of diverse talent pools for priority hiring areas, which includes use of innovative tools and strategies; develop networks in various organizations and communities.	Proactively develop pipelines of diverse talent pools for priority hiring areas, which includes use of innovative tools and strategies; develop networks in various organizations and communities.	
Partner with hiring managers to develop skills to assess applicants on broad range of competencies, in concert with Cornell University’s stated skills for success; ensure that required credentials are objective and bona fide occupational qualifications.	Partner with hiring managers to develop skills to assess applicants on broad range of competencies, in concert with Cornell University’s stated skills for success; ensure that required credentials are objective and bona fide occupational qualifications.		

Recruiting Specialist II INDIVIDUAL CONTRIBUTOR	Recruiting Specialist III INDIVIDUAL CONTRIBUTOR	Recruiting Specialist IV INDIVIDUAL CONTRIBUTOR	Director Recruitment MANAGEMENT
Ensure alignment and consistency with university recruitment strategies and policy compliance; advance strategies, tools, and resources that will result in diverse and qualified applicant pools.	Ensure alignment and consistency with university recruitment strategies and policy compliance; advance strategies, tools, and resources that will result in diverse and qualified applicant pools.	Ensure alignment and consistency with university recruitment strategies and policy compliance; advance strategies, tools, and resources that will result in diverse and qualified applicant pools.	Responsible for oversight of recruitment compliance with policies and procedures; partners to develop and implement revisions.
Working with approved advertising agencies, develop copy, ad placement and advertising schedules; research advertising and sourcing options to build diverse and highly qualified applicant pools; Participate in outreach efforts to build applicant pools and relationships; participate in job fairs.	Working with approved advertising agencies, develop copy, ad placement and advertising schedules; research advertising and sourcing options to build diverse and highly qualified applicant pools; act as liaison to external recruitment agencies; Plan and participate in outreach efforts to build applicant pools and relationships; participate in job fairs.		Provide strategic leadership, development, and supervision to members of the Workforce Recruitment and Retention (WRR) team, whose work furthers Cornell University's efforts to diversify, recruit, and retain high-performing talent.
		Foster collaborative partnerships with academic and non-academic leaders across campus so as to heighten awareness of recruitment services to facilitate the successful recruitment, integration and engagement of key faculty, executive hires and other qualifying new hires and/or recruits and to effectively align the objectives of the programs to local recruitment and retention needs.	
Review resumes, advertising responses, and employment applications; interview and screen applicants for technical competence, applicable background and skills, and ability to fit in the organization and function effectively; coordinate and/or conduct reference checks and evaluate data; conduct background as required by policy/practice.	Review resumes, advertising responses, and employment applications; interview and screen applicants for technical competence, applicable background and skills, and ability to fit in the organization and function effectively; coordinate and/or conduct reference checks and evaluate data; conduct background as required by policy/practice.	Evaluate candidates, identify individual competencies and appropriate employment opportunities; review, critique and provide guidance on resumes, cover letters, interviewing skills, and job search techniques; recognize and minimize barriers that impact successful recruitment for accompanying partner's employment through creative solutions.	
Recommend applicant/candidate based on information developed through screening referrals, interviews, reference checks, applications and resumes.	Recommend applicant/candidate based on information developed through screening referrals, interviews, reference checks, applications and resumes.	Recommend dual career candidates based on information developed through screening referrals, interviews, reference checks, applications and resumes.	

Recruiting Specialist II INDIVIDUAL CONTRIBUTOR	Recruiting Specialist III INDIVIDUAL CONTRIBUTOR	Recruiting Specialist IV INDIVIDUAL CONTRIBUTOR	Director Recruitment MANAGEMENT
Provide support and advocacy for internal candidates and other special interest groups such as: layoffs, displaced workers, dual career candidates.	Provide support and advocacy for internal candidates and other special interest groups such as: layoffs, displaced workers, dual career candidates.	Provide support and advocacy for internal candidates and other special interest groups such as: layoffs, displaced workers, dual career candidates.	Provide leadership and oversight advocating for internal candidates and other special interest groups such as: layoffs, displaced workers, dual career candidates.
	Responsible for analysis of applicant pool activity assessing yield on different targeted outreach activities and goals achieved.	Facilitate and capitalize upon employee network and service providers, to maximize and expedite dual career candidate consideration and access to needed services and programs.	

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	12205 RECRUITING SPECIALIST II, BAND E EX	11826 RECRUITING SPECIALIST III, BAND F	11827 RECRUITING SPECIALIST IV, BAND G	11828 DIRECTOR RECRUITMENT, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor’s degree and up to 2 years relevant experience or equivalent combination	Bachelor’s degree and 3 to 5 years relevant experience or equivalent combination	Bachelor’s degree and 5 to 7 years relevant experience or equivalent combination	Bachelor’s degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities	Contribute to group projects Coordinate major activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	12205 RECRUITING SPECIALIST II, BAND E EX	11826 RECRUITING SPECIALIST III, BAND F	11827 RECRUITING SPECIALIST IV, BAND G	11828 DIRECTOR RECRUITMENT, BAND H
SUPERVISION	Provide guidance, counsel and information to employees throughout the University in specific support areas	Provide guidance, counsel and information to employees throughout the University in specific support areas	Day-to-day supervision to employees within the dept	Provide supervisory direction to other employees
COMPLEXITY	Focus on entire field and related areas	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes, and programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
SUPPORT SKILLS – WRITING	Directly affect an entire department Moderate effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect an several departments Significant effect on students and employees	Decisions directly affect more than one college, school, administrative unit.
WORKING CONDITIONS - VISUAL	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.