

## Renovia Success Profile

<b>Role/Title:</b> Talent Acquisition Specialist	<b>Department:</b> Human Resources	<b>Location:</b> Indianapolis, Indiana
<b>Reports To:</b> President	<b>Date:</b> August 2021	

Renovia is a nationwide, award-winning customer experience provider in commercial painting and related services.

Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.

At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.

For more information about Renovia, visit [www.renovia.com](http://www.renovia.com)

A. **Job Summary** The Talent Acquisition Specialist is responsible for sourcing, screening and recommending candidates for Renovia positions as well as onboarding new hires. This person must understand, model and represent Renovia's employment value proposition. He or she will identify opportunities to build applicant pools, establish trust and partnerships with the managers, identify potential "fit" through effective interviewing and testing, effectively administer the interviewing and onboarding process, and ensure a positive new hire experience. Developing and executing recruitment plans and strategies are primary responsibilities to ensure hiring goals are met with the best possible talent.

B. **Job Responsibilities**

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate success profiles, job postings and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager, office manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in college job fairs and recruiting sessions.
- Assists where necessary recruiting contractors.

- Performs other duties as assigned.
- Accurate tracking for candidate sourcing, qualified candidates, time frames, and acceptance rate to build future metrics.

### **C. Competencies/Skills Required**

**Collaboration:** Establishes a strong working relationship with team members, customers, and stakeholders to improve outcomes.

**Communication:** Using language, verbal and written, to share and collect information, exchange ideas and openly explore a variety of perspectives while being flexible to adjust style and content to each unique person, audience and situation.

**Critical Thinking:** Demonstrate ability to analyze, synthesize, and apply information in order to solve problems.

**Decision-Making & Judgement:** Using sound judgement to make timely decisions while being mindful of facts, goals, constraints and risks.

**Innovative:** Goes beyond the conventional, “thinking outside the box”, with a willingness to take risks and try out different solutions.

**Models Culture:** Believe in, embrace, and live company mission, vision, values, and ethics.

**Results Driven:** Strong orientation for goal achievement and top performance with a ability to focus on what’s important and create a sense of urgency to drive progress.

**Self-leadership:** Demonstrates self-awareness through accurate assessment and management of control of one’s own attitudes and belief systems

### **D. Education/Knowledge/Requirements**

- Bachelors degree in Human Resources or related field, or equivalent work experience, required.
- At least five years managing all phases of the recruitment and hiring process highly preferred.

### **2021 Outcomes/Measures of Success\***

1. Fill open positions within 60 days of the job posting.
2. Move candidates through the funnel within 14 days of first contact.
3. 100% hires to goal on a rolling 90 days.