



Position Title		
Corporate Human Resources Senior Recruiter		
Reports To: Corporate HR Co-Manager	Classification: Non- Exempt	Department: Human Resources
EEO Category: Administrative Support Workers		FLSA Type: Non-Exempt
Supervises: None	Location: Tremont/Springfield	Status: Full Time

Job Summary

Attracts, evaluates and refers candidates for open positions through recruiting websites, employee referrals, on-site recruiting, search firms and other sourcing methods. Develops job advertisements and screens resumes/applications by utilizing UKG Recruiting and Onboarding module to post positions, process applicants and onboard new hires. Partner with hiring managers to develop new candidate sources and determine staffing needs. Contacts candidates to ascertain fit, and schedule interviews. Extends offers and negotiates compensation. Initiates onboarding plan for new hires. Ensures assigned positions are filled efficiently and effectively. Assists with facilitation of Orientation for new employees.

Essential Duties & Responsibilities

- Works with hiring supervisors on job needs
- Creates and processes job posting on UKG System
- Ensures jobs are posted on all appropriate platforms to maximize exposure
- Source candidates using a variety of search methods to build a robust candidate pipeline
- Screen candidates by reviewing resumes and job applications, and performing phone screenings
- Take ownership of candidate experience by designing and managing it
- Perform background and reference checks as need
- Facilitate the offer process by extending the offer and employment terms
- Manage all aspects of onboarding and new hire process
- Stay abreast of recruiting trends and best practices
- Manage the overall interview, selection, and closing process
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations
- Conduct new employee orientations to ensure employees gain an understanding of policies, procedures, and resources

Supervisory Requirements

Personnel Management: This position has no supervisory responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position may include climbing, reaching, standing, lifting, talking, hearing and performing repetitive motions.

- Medium exertion; exerting up to 50 pounds of force occasionally, and or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees, who work 7 ½ continuous hours or more, must take a 30 minute uninterrupted lunch break no later than 5 hours after beginning their work day

Education and Qualifications

Essential:

- High school diploma or equivalent
- BSA and other Bank related training through BAI is required annually

Desirable:

- Bachelor's degree and related work experience of 4-7 years

Experience

Essential:

- Knowledge of customer service principles
- Relevant computer skills

Desirable:

This job description is not an employment contract, implied or otherwise; therefore, employment relationship remains "at-will."

Employment Acknowledgement

I have read and understand the duties, responsibilities, qualifications and demands required of this position and acknowledge that Morton Community Bank may change or modify the position at any time, for any business reason.

Likewise, I understand that these are not the only duties to be performed by me while working for Morton Community Bank and that I will be required to follow instructions and perform duties required by my supervisor.

Employee Signature

Date

Equal Opportunity Employer: disability/veteran