

Hello JumpStarters!

Shawna Silvius, Director of Talent Solutions at the Lincoln Partnership for Economic Development, provided these answers to questions asked at the JumpStart Challenge Kickoff presentation regarding the Corporate Reverse Pitch. The responses come from a team of HR Recruiters.

What are your day-to-day tasks that you do in your job?

- Recruitment and selection; intranet maintenance and communication; employee engagement; learning and development; wellness initiatives; employee onboarding; employee relations
- Requisition management, outreach, onboarding, interviews, candidate recruitment
- From a recruiting standpoint, day-to-day may involve several things, including developing job descriptions, posting positions to various print and online resources, reviewing applications and resumes, communicating with prospects to set up interviews or otherwise follow up, conducting job interviews, processing job offers, conducting background checks or other pre-employment screening functions, and preparing new employees for onboarding.
- What are your day-to-day tasks that you do in your job?
- Meeting with hiring managers to understand hiring needs
- Post jobs
- Review applications
- Conduct phone screens
- Schedule interviews
- Partner with hiring managers to make decisions on candidates and finalize offers
- Conduct onboarding activities (i.e. new hire paperwork, review benefits, facility tour, etc.)
- Related to recruiting...reviewing resumes, phone screens, coordinate interviews, source for candidates on social media, get feedback from hiring mgrs on candidates, create offers.

What tools do you currently use to recruit and how do you use them (can be database management, calendar, social media, direct targeting, etc. tools)?

- Job posting sites, LinkedIn, Social Media- Facebook and Twitter mostly, career fairs, employee referrals, 3rd party recruiters for developer/engineer positions
- LinkedIn, social media, piazza, career fairs, direct targeting (TAP for Veterans), college career/job sites, Lincolnjobs.com, NEworks, LJS/OWH, etc.
- Our primary tool is AIM Careerlink, which includes a robust job posting/reposting function including a posting library from which similar positions can be reposted with minimal effort, an applicant tracking system that allows recruiters to manage the entire application process electronically, online job applications, Equal Employment Opportunity tracking, integration with social media platforms, and other features
- Online job postings/job boards
- Partnerships with community organizations and educational institutions; participate in career fairs, present to groups, contribute to mock interviews and other events
- Leverage LinkedIn postings and Twitter feeds
- Internal employee referral program
- Some print materials; mainly flyers and business cards
- We use Jazz as our ATS (applicant tracking system) and they post our jobs to free job boards. This would also be our database of who we are talking to, applicant, referral and sourced candidates. For sourcing we use LinkedIn primarily.

What Talent Acquisition/Management Tracking system/software do you use?

- SilkRoad- Open Hire and Red Carpet
- SAP
- AIM Careerlink is a completely self-contained system with the capability of integrating with enterprise HR systems and social media platforms
- BrassRing by IBM/Kenexa
- Jazz