

# Job Family Matrix

<b>Job Function:</b> Human Resources		<b>Job Family:</b> HR Recruitment - Professional	
<b>Job Family Summary:</b> Perform or manage a range of recruitment activities for a school/unit, including strategic candidate sourcing, screening and interviewing, and consulting with hiring managers and HR Generalists, in order to foster a diverse, inclusive and innovative community.			
<b>Job Title:</b> HR Recruiter II		<b>Job Title:</b> HR Recruiter III	
<b>Job Code:</b> H0956P		<b>Job Code:</b> H0957P	
<b>Grade Level:</b> 56 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> August 2023		<b>Effective/Revision Date:</b> August 2023	
<b>Job Summary</b>		<b>Job Summary</b>	
Independently perform activities associated with the recruitment and employment of new employees for a designated school/unit.		Independently responsible for providing comprehensive recruitment and employment services for a designated school/unit to ensure staffing goals are met.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Review resumes, interview candidates, administer appropriate assessment and reference/background checking</li> <li>• Manage current candidate activity in the applicant tracking system; follow up with candidates and hiring managers to obtain feedback regarding recruitment process</li> <li>• In partnership with hiring manager(s) and HR consultants, develop short-term non-exempt and exempt recruiting plans and long-range workforce and employment objectives</li> <li>• Assist with developing and implementing diversity and community recruiting initiatives in support of affirmative action hiring goals</li> <li>• Develop and implement advertising and social media recruitment strategies</li> <li>• May make hiring and salary recommendations and negotiate offers, after consultation with HR Generalists</li> <li>• May communicate important employment information during delivery of employment offers (e.g., benefits, compensation, non-compete agreements)</li> <li>• May analyze and use recruiting data to improve employee recruitment</li> <li>• May collaborate and assist with planning, organizing, and implementing outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events</li> <li>• May review and classify positions for both salary grade and FLSA status</li> <li>• May conduct executive level searches</li> <li>• May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.</li> <li>• Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce</li> </ul>		<ul style="list-style-type: none"> <li>• Develop recruiting plans, identify sourcing strategies, interview candidates, administer appropriate assessment and reference/background checking</li> <li>• Partner with and advise hiring manager(s) and HR consultants to determine staffing needs; educate and train on recruitment and employment practices</li> <li>• Follow up with candidates and hiring managers to obtain feedback regarding recruiting process</li> <li>• Analyze and use recruiting data to improve employee recruitment</li> <li>• Develop and implement diversity and community recruiting initiatives in support of affirmative action hiring goals</li> <li>• Develop and implement advertising and social media recruitment strategies</li> <li>• May make hiring and salary recommendations and negotiate offers, after consultation with HR Generalists</li> <li>• May communicate important employment information during delivery of employment offers (e.g., benefits, compensation, non-compete agreements)</li> <li>• May plan, organize, and implement outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events</li> <li>• May review and classify positions for both salary grade and FLSA status</li> <li>• May conduct executive level searches</li> <li>• May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.</li> <li>• Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce</li> </ul>	
<ul style="list-style-type: none"> <li>• Develop and execute sourcing strategies that identify top tier talent pools in an effort to ensure timely hires and manage long-term candidate networking relationships</li> <li>• Partner with clients to provide expertise in initiating, implementing, and evaluating recruiting practices</li> <li>• Review and streamline all recruiting processes and practices</li> <li>• Analyze and use recruiting data to improve employee recruitment</li> <li>• Conduct executive level searches</li> <li>• Negotiate offers and communicate important employment information to candidates; follow up with candidates and hiring managers to obtain feedback regarding recruitment</li> <li>• Develop and implement diversity programs and initiatives that support hiring goals and EEO compliance</li> <li>• Develop and implement advertising and social media recruitment strategy</li> <li>• Plan, organize, and implement outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events</li> <li>• May Function as subject matter expert or project lead</li> <li>• May review and classify positions for both salary grade and FLSA status</li> <li>• May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.</li> <li>• Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce</li> </ul>			

# Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 3 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant work experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite</li> <li>• Working knowledge of labor markets, recruiting practices and effective social media recruitment tools</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite</li> <li>• Advanced knowledge of labor markets, recruiting practices and effective social media recruitment tools and marketing resources</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite</li> <li>• Advanced knowledge of labor markets, recruiting practices and effective social media recruitment tools and marketing resources</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

# Job Family Matrix

<b>Job Function:</b> Human Resources	<b>Job Family:</b> HR Recruitment - Professional
<b>Job Family Summary:</b> Perform or manage a range of recruitment activities for a school/unit, including strategic candidate sourcing, screening and interviewing, and consulting with hiring managers and HR Generalists, in order to foster a diverse, inclusive and innovative community.	
<b>Job Title:</b> HR Recruiter V	
<b>Job Code:</b> H0959P	
<b>Grade Level:</b> 59 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> August 2023	
<b>Job Summary</b>	
Provide guidance and lead a wide range of duties related to candidate sourcing, interviewing and outreach to enhance the ability of the school/unit to attract recruit candidates	
<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Lead the planning, design, development, and implementation of sourcing strategies that identify top tier talent pools in an effort to ensure timely hires and manage long-term candidate networking relationships</li> <li>• Evaluate recruiting process; diagnose issues, seek efficiencies, and lead resolutions for improvements</li> <li>• Act as a subject matter expert; employ advanced sourcing techniques and assist with the development and implementation of recruiting processes and practices</li> <li>• Develop, analyze, present specialized and ad hoc reports and metrics to assist with setting the strategic direction</li> <li>• Lead executive level searches</li> <li>• Negotiate offers and communicate important employment information to candidates; follow up with candidates and hiring managers to obtain feedback regarding recruitment</li> <li>• Lead the development and implementation of diversity programs and initiatives that support hiring goals and EEO compliance</li> <li>• Plan, organize, and implement outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events</li> <li>• May review and classify positions for both salary grade and FLSA status</li> <li>• May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.</li> <li>• Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce</li> </ul>	

# Job Family Matrix

## Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant HR experience

## Additional Qualifications and Skills

- Master's degree in relevant field
- Knowledge of Microsoft Office Suite
- Advanced knowledge of labor markets, recruiting practices and effective social media recruitment tools and marketing resources

## Certificates and Licenses

## Physical Requirements

## Working Conditions

- Work is performed in an office setting

# Job Family Matrix

<b>Job Function:</b> Human Resources		<b>Job Family:</b> HR Recruitment - Management	
<b>Job Family Summary:</b> Perform or manage a range of recruitment activities for a school/unit, including strategic candidate sourcing, screening and interviewing, and consulting with hiring managers and HR Generalists, in order to foster a diverse, inclusive and innovative community.			
<b>Job Title:</b> HR Recruitment Mgt III		<b>Job Title:</b> HR Recruitment Mgt IV	
<b>Job Code:</b> H0957M		<b>Job Code:</b> H0958M	
<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 58 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> August 2023		<b>Effective/Revision Date:</b> August 2023	
<b>Job Summary</b>		<b>Job Summary</b>	
Manage operational recruiting activities for a unit/school including candidate sourcing, programming, training and consulting.		Manage the full cycle of talent acquisition services for a school or department to enhance the ability to attract and recruit candidates.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>Evaluate recruitment procedures and systems; recommend improvements</li> <li>Manage recruiting plans and sourcing strategies to meet staffing needs; screen, interview and assess candidates</li> <li>Collaborate with hiring managers to determine staffing needs; educate and train on recruitment and employment practices</li> <li>Manage diversity and community recruiting initiatives in support of affirmative action hiring goals</li> <li>Manage outreach efforts (college recruitment, diversity recruitment etc.); represent the University at recruiting events</li> <li>Manage advertising and social media recruitment strategies</li> <li>May make hiring and salary recommendations and negotiate offers, in consultation with HR Generalists</li> <li>May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.</li> <li>Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce</li> </ul>		<ul style="list-style-type: none"> <li>Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>Establish and monitor recruiting processes and practices; recommend cost effective solutions that enhance service quality</li> <li>Develop sourcing strategies and provide consultative services to meet recruitment needs; lead searches and manage long-term candidate networking relationships</li> <li>Collaborate with hiring managers on recruiting practices and processes; develop and provide trainings on employment related topics</li> <li>Analyze recruiting data to identify short falls and implement improvements</li> <li>Manage diversity and community outreach initiatives and recruiting; responsible for diversity recruitment strategy and for EEO and affirmative action compliance and reporting</li> <li>Establish and monitor an effective advertising and marketing strategy for attracting talent including social media recruitment</li> <li>May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.</li> <li>Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce</li> </ul>	
<ul style="list-style-type: none"> <li>Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>Design, develop and monitor effective recruiting processes and practices; develop and implement cost effective solutions that enhance service quality</li> <li>Oversee and implement sourcing strategies that identify top tier talent in an effort to ensure timely hires; lead executive searches and manage long-term candidate networking relationships</li> <li>Advise hiring managers in initiating, implementing, and evaluating recruiting practices and processes</li> <li>Lead the analysis of recruiting data to identify and address gaps and to leverage opportunities</li> <li>Lead diversity and community outreach initiatives; responsible for developing diversity recruitment strategy and for EEO and affirmative action compliance and reporting</li> <li>Design, develop and monitor an effective advertising and marketing strategy for attracting talent including social media recruitment</li> <li>May partner with Central Recruitment Services in areas such as vendor relations, recruitment compliance, systems (ASPIRE) support, university-wide initiatives, etc.</li> <li>Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce</li> </ul>			

# Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant work experience</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 8 years' relevant work experience</li> <li>• Supervisory experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Knowledge of Microsoft Office Suite</li> <li>• Advanced knowledge of labor markets, recruiting practices and marketing resources</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite</li> <li>• Advanced knowledge of labor markets, recruiting practices and marketing resources</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite</li> <li>• Advanced knowledge of labor markets, recruiting practices and marketing resources</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

# Job Family Matrix

<b>Job Function:</b> Human Resources	<b>Job Family:</b> HR Recruitment - Management
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**Job Family Summary:** Perform or manage a range of recruitment activities for a school/unit, including strategic candidate sourcing, screening and interviewing, and consulting with hiring managers and HR Generalists, in order to foster a diverse, inclusive and innovative community.

**Job Title:** HR Recruitment Mgt VI

**Job Code:** H0960M

**Grade Level:** 60      **Exemption:** Exempt

**Effective/Revision Date:** August 2023

**Job Summary**

Direct talent acquisition services to support current and future staffing needs. Responsible for the strategic oversight and execution of recruitment marketing for the University.

**Core Duties**

- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, operating procedures and budgeting
- Determine and communicate recruitment policies, standards and compliance expectations
- Oversee University’s applicant tracking system (ASPIRE) to ensure data integrity, accurate reporting, and system optimization
- Evaluate recruiting strategies, tactics, metrics, and processes in order to continually improve recruiting processes
- Develop and steward senior internal and external relationships; represent the university to external constituencies
- Lead the development and implementation of employment marketing approaches and innovative programs for recruiting diverse talent
- Develop effective approaches to increase the career mobility of current employees
- Negotiate with and manage the University's key recruitment vendor relationships
- Adhere to OFCCP and AA/EEO regulations and established Harvard policies and procedures for compliant recruiting; work with hiring managers to build a diverse, representative workforce

# Job Family Matrix

## Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

## Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite
- Advanced knowledge of labor markets, recruiting practices and marketing resources
- Effectively able to build and maintain relationships and lead others through change

## Certificates and Licenses

## Physical Requirements

## Working Conditions

- Work is performed in an office setting