

Great Hiring Drives Growth!

Hub Recruiting helps growing technology companies with their hiring by making it more flexible, data-driven, affordable and transparent. The RPO (Recruitment Process Outsourcing) model is an industry revolution! We're able to focus on recruiter quality and scalability as a company grows. It's about building a business partnership that goes beyond just filling roles. We want to be a trusted partner and advisory for delivering hiring needs regardless of function, scale and level of urgency.

The **Full Life Cycle Recruiter** supports our clients by helping design recruitment strategies and then executing those plans. Recruiters are experts in all areas of the recruitment process; sourcing, interviewing, metrics and analytics, strategy and negotiations/closing. They work with Hiring Managers and other leaders to ensure recruiting efforts are going in the right direction. There are a lot of client relationship management responsibilities for a Recruiter. Depending on the project, there could be a number of Sourcers, Hiring Managers and Openings to support. The reporting structure may change based on the project and client preferences, but a Recruiter should be ready for strategic shifts and position pivots on short notice.

Position Outcomes:

- Partner with Recruiting Coordinators, Sourcers and other members of the Talent Acquisition team to provide whatever support is needed.
 - ◆ The Recruiter may work as an individual, with a specific recruiting team or across the whole TA function for a Hub Recruiting client.
 - Because we're a RPO and operate like a consultancy, no project is the same! You need to be flexible and agile as you jump into new systems and roles.
- Basics for a Recruiter is designing recruiting strategies; which includes reviewing the interview process and kits, analyzing metrics and filling open positions.
 - ◆ The number one priority for a Full Life Cycle Recruiter is to fill open positions. Recruiters monitor the hiring workflow process in an ATS and ensure the candidate experience is top notch.
 - In some projects you can expect to have Sourcer responsibilities (See Sourcer Job Description for more information). Clients come in different shapes and sizes, so it's possible sourcing is a big piece of their puzzle for a Full Life Cycle resource.
 - This could include pipeline creation, sourcing for passive candidates and creating effective search strategies.
 - On the other hand, the Recruiter may build the sourcing and assessment approach for the sourcing team.
 - We are creative and thoughtful and no problem recommending ideas and strategies for improving the candidate experience and hiring process.
 - After sourcing and screening candidates, it's important to move the hiring process along as efficiently as possible. This is done by communicating with hiring managers and monitoring the workflow.

- The Recruiter is an expert at gauging passive candidates, judging motivations and fit.
 - As the candidate progresses through interviews, the Recruiter also ensures all notes and interview information is documented properly.
 - The Recruiter will be prepared to have complex conversations about the client culture, philosophy and, finally, offer and compensation negotiations.
 - ◆ Hiring policies and procedures are important to have in place before the recruiting process begins. You may be required to help establish these guidelines and provide industry insights to HR and people leaders.
 - The interview process is set up in conjunction with the hiring leaders for the company functions you're working within.
 - It's really important to learn and understand the nuances of each hiring department and its Hiring Managers.
 - We are *people* people, so we understand the importance of collaborating and building relationships with hiring managers and candidates.
 - You'll review job descriptions/postings/ads and make any necessary changes.
 - Help the Hiring Managers interview candidates efficiently by creating interview kits or a catalog of questions.
 - ◆ Understanding recruiting and hiring data and metrics is essential. Hub doesn't place the success or failure of a project based on metrics, but understands that data tells us stories.
 - Tracking metrics provides insight into what is or is not working within the sourcing strategy and how it affects the budget.
 - Understanding a company or position's metrics makes it easier to set goals and benchmarks as a new hiring plan begins.
 - Setting achievable goals and KPIs will provide further information into hiring trends and recruiting best practices.
 - Having a data side to your recruiting approach will help influence change and decision making with your client and hiring team.
- Team Member Support
- ◆ There could be an opportunity to help your Hub or client colleagues with other responsibilities as well. If the team is experiencing a heavy workload or struggling with getting needed results, the Recruiter could help manage the workflow and provide necessary insight and support. Mentoring and coaching team members through difficult situations and a rough patch will strengthen the relationship with clients and business partners.
 - ◆ Recruiting is about people so there has to be open communication with all involved in the hiring process. Whether it's Recruiting Coordinators, Sourcers, other Recruiters or Hiring Managers, the Recruiter must be comfortable consulting and getting answers from the team.

- ◆ There is always something new to learn in Talent Acquisition. There's no better way to support your team than to understand and seek out new recruitment policies and best practices to share!
 - The ability to track and analyze pipeline metrics for different environments will only help support the growth of the business. If you can understand the stories metrics tell, the ability to influence and implement strategies will only grow.
 - ◆ As the status and situation with the candidates change, information needs to be shared with the team as soon as possible. The Recruiter may have ownership of communicating with the hiring team on any relevant updates and feedback via Slack, phone, email or ATS. If they are working with a Sourcer or Recruiting Coordinator, transparency and timing will be super important to ensure candidate experience and the workflow continue uninterrupted.
 - ◆ Recruiting is like sales in a lot of ways ... we promote the position and client as an amazing opportunity, highlighting the best parts. Recruiters act as a representative of the client and, therefore, will likely close the deal and work through any needed negotiations.
 - ◆ Working for a RPO and being a consultant allows you to be exposed to so many different companies and ways of thinking! As new projects arise, a Sourcer has an opportunity to be a source of information and best practices to the client. Our partnerships are only strengthened when we can provide additional experience sharing.
- Company Development
- ◆ Providing the client with more than filled positions isn't just great for them, but also for Hub. By continuing to adopt and drive best practices, the Hub name carries more weight and respect.
 - Not only are you exposed to new positions and TA strategies, but the Recruiter has an opportunity to introduce these new programs and tools to Hub and further develop our own growth.

Success Factors:

- We are students of the game! You have a desire to absorb knowledge and learn new things with every new project and person you meet.
- You understand all positions and how they fit into the TA process and are familiar with multiple tools and programs to help reel in passive candidates.
 - ◆ You're a bit of a techy, so enjoy using different project management, sourcing and recruiting techniques.
 - ◆ You don't need to be a full extrovert, but you are comfortable working with and talking to all types of people.
 - You're prepared to own the first round of interviews and understand how to qualify or disqualify candidates, if necessary.
 - You're also able to use other interviewing techniques; such as video and written assignments.
 - You have compassion and empathy for people.

- You have tools and a process to manage various roles, skill sets and Hiring Managers.
 - ◆ You bring innovative ideas to the table.
- You've been exposed to an ATS and understand the candidate journey through the workflow process.
- You're client focused and prepared to execute their hiring strategy. A level of business acumen and the consultative approach is key!
- You have a genuine interest in the Talent Acquisition industry and how companies grow... especially in the tech startup space!
 - ◆ The startup culture and journey from unicorn status to pre-IPO is fascinating to you. You want to know how companies find investors and funding, and how growth happens from there.
- You thrive in an autonomous environment and don't need to be micromanaged, but can also be a great team player and colleague.
 - ◆ You embrace change and are flexible and adaptable in different environments.
- You are curious! You are driven by learning and experiencing new things.

At Hub:

- All projects are different. They require different amounts of time, resources and expectations. You need to be able to complete the required hours on a consistent, weekly basis.
 - ◆ Usually, unless the client says otherwise, you're able to complete your hours at your convenience.
 - As long as you are able to produce results, stay engaged and be a great teammate, where or when work gets done isn't important.
- There are activity and engagement requirements on the Hub Recruiting side of the business.
 - ◆ Weekly All Hands meeting on Wednesday - This is a company-wide video meeting!
 - We answer fun questions, play trivia and stay up to date on everyone's project, victories and learning experiences.
 - ◆ Weekly productivity and activity updates through our internal hub.jobs platform.
- There are other voluntary engagement opportunities;
 - ◆ Morning coffee meetings daily via Zoom
 - ◆ Monthly themed video get-togethers

Full Life Cycle Recruiters play a huge part in the success of an organization's hiring strategy and process! The ability to design a recruitment strategy and see it through execution by being a part of every step in the process is vital! Recruiters have the ability to empathize with the candidate and be a trusted advisor to the client. It's a great opportunity to hone relationship management skills and manage all other things TA; like metrics, benchmarking and project management.

Hub Recruiting differentiates itself from other companies by providing great experiences, not just to our clients, but to the people who make up the company. We want to provide the best

opportunities for growth in different ways, whether it's in skill set, industry, level or promotion. We look for passionate people who never lose their curiosity and drive to learn more or something new. As our growth continues, so does the need for great people to join our team!

Hub encourages all to bring their authentic self. We are not just committed to providing great experiences, but an inclusive, diverse and equitable workplace where everyone is welcome. We are still small, but growing more and more powerful as the go-to in RPO. Our people are our strength and we bring an incredible amount of experience and knowledge to the table. We set goals that are meant to challenge and excite, and provide any needed support along the way. You are important to us and we'll always put your health and well-being first.