

Hard-to-Fill Position Recruitment: Roles & Responsibilities

Stage	Senior Recruiter & Talent Recruitment Responsibilities	Hiring Department Responsibilities
1. Identification	• Identify/document hard-to-fill positions with rationale and turnover metrics. • Review historical fill rates and market data.	• Provide input on why the role is difficult to fill. • Share turnover data and role-specific challenges.
2. Job Description Review	• Collaborate with Compensation to update descriptions. • Confirm requirements and credentials. • Include A&F Taglines & benefits statements.	• Approve updates promptly. • Provide accurate requirements and preferred qualifications.
3. Engagement Meeting	• Lead discussion on sourcing channels, recruitment checklist, incentives, and timelines. • Share market insights and metrics.	• Approve strategy and timelines. • Commit to timely candidate feedback. • Confirm there will be timely candidate reviews and interviews.
4. Active Recruitment	• Post jobs internally and externally (UMB site, Chronicle, HERC, LinkedIn, Insight into Academia). • Extend postings if needed. • Track applicant flow.	• Promote postings within professional networks. • Share relevant industry leads.
5. Passive Recruitment	• Source candidates via job boards, LinkedIn Projects, and past applicant pools. • Conduct outreach and exploratory calls. • Re-engage prior applicants.	• Review sourced candidates promptly. • Participate in networking via social media/LinkedIn to identify leads.
6. Incentives & Paid Ads	• Recommend/manage referral and sign-on bonuses. • Suggest paid ads on social media, niche boards, and newsletters.	• Approve incentive use. • Use department budget for paid advertisements.
7. Community Outreach	• Partner with community groups, universities, and training programs. • Attend fairs and events. • Engage third-party agencies as needed.	• Support outreach efforts. • Provide access to relevant industry networks.

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8. Screening & Interviews	• Screen applicants and maintain positive candidate experience. • Track sourcing metrics.	• Conduct structured interviews. • Complete reference and candidate hires promptly.
9. Post-Hire Review	• Evaluate time-to-fill, offer acceptance, and source success. • Gather candidate and manager feedback. • Document recruitment costs.	• Share feedback on hire quality and fit.
10. Continuous Improvement	• Adjust strategies based on results. • Maintain log of hard-to-fill positions and recruitment tactics used.	• Provide input on process improvements and successes.