

Senior Recruiter

The role you play

As a Senior Recruiter, your work at Tegria will focus on identifying key talent and managing the recruitment process, including sourcing, attracting, vetting, selecting, and hiring high-quality professionals in a fast-paced, high-volume recruiting and resource management environment. You will be responsible for building and maintaining a talent pipeline, creating a positive candidate experience, and serving as a trusted Talent Acquisition partner to Tegria leadership. Your work will consist of building results-oriented recruitment strategies that yield top talent. We are a very high-touch company and provide personalized attention to people who work with us and those who want to work with us, so the duties outlined below fit into that theme. This role largely entails mutual problem-solving, meaning both our clients and consultant candidates have needs, and it's our job to connect the dots as quickly and accurately as possible.

An effective Senior Recruiter will help the organization on a whole achieve success through:

Recruiting Responsibilities:

- Building results-oriented recruitment strategies that yield top talent
- Serving as a trusted Talent Acquisition partner to Tegria leadership, understanding objectives, assessing hiring needs, and creating and executing a recruitment strategy
- Maintaining a bench of top talent that aligns with Tegria's business and client needs
- Managing the recruitment process to ensure it can meet the constant changing priorities of Tegria and our clients' needs, including sourcing, attracting, vetting, selecting, and hiring high-quality professionals
- Sourcing and prospecting candidates through existing databases, contacts, advertising campaigns, job boards, cold calling and direct recruiting; ultimately developing and maintaining a strong sourcing network
- Managing the full-cycle consultant vetting lifecycle, including personalized outreach, reference review, interviews, behavioral and technical skillset assessments, and creating a positive candidate experience
- Using a consultative approach, making recommendations to hiring managers regarding the top talent available to meet position requirements
- Vetting candidates' availability for, interest in, and motivation for staffing opportunities, preparing and tailoring candidate resumes / profiles, executing candidate submissions, and negotiating offers and employment terms
- Managing and executing the candidate offer process
- Building and maintaining long-term candidate relationships and a robust talent pipeline that aligns with business needs
- Communicating the benefits of working with Tegria by offering engaging, personalized

attention to all prospective consultants

- As needed, directing and delegating sourcing and coordinator needs to your teammates within Talent Acquisition
- Staying knowledgeable about and critically evaluating staffing opportunities and hiring needs to understand what skillsets and behaviors would make a consultant exceed expectations in the role
- Maintaining in-depth knowledge and expertise of business and client needs, so that you can knowledgeably and strategically identify best-fit opportunities for candidates
- Synthesizing rapidly changing information while thinking critically about candidates, opportunities, and the information available to you
- Maintaining up-to-date documentation in our applicant and job tracking systems
- Researching the industry, competitors, and where the best consultative talent can be found and collaborating and strategizing with the broader Talent Acquisition team to secure the best consultative talent in the market

Strategic Planning Responsibilities:

- Developing and executing on strategic hiring plans and processes by partnering with hiring managers and Sales to meet staffing and personnel needs
- Developing skillset definitions, job descriptions, and vetting plans for roles within your assigned ownership areas
- Setting pipeline targets for candidate skillsets based on company priorities and initiatives
- Communicating and partnering with Associate Recruiters and Recruiters to align sourcing and recruiting efforts with strategic vision
- Identifying potential candidates and preparing resumes for client RFPs
- Leveraging industry connections and literature to advance the work of Talent Acquisition and support Tegria's business and client needs

Supervisory and Mentorship Responsibilities:

- On occasion, providing oversight of recruitment support resources (coordination and sourcing) and mentoring Associate Recruiters and Recruiters

Process and Project Responsibilities:

- Embracing our mission to humanize healthcare
- Living our Tegria values—being real, serving intentionally, and stepping in and stepping up
- Championing teamwork through collaboration, training, facilitating, and recognition
- Contributing to the Talent Acquisition team's goals and objectives
- Driving toward improved internal processes, enforcing processes, and contributing to internal projects
- Managing candidate information in our applicant tracking system, using reports, dashboards, and auditing techniques
- Creating talent development and recruiting infrastructure to support standard processes and strategic recruiting
- Creating, reviewing, and updating talent development and recruitment documentation
- Growing and maintaining knowledge of the healthcare information technology space,

- including but not limited to, Epic, Cerner, and MEDITECH HCIS
- Helping shape and expand this role as Tegria continues to grow

Success criteria

People who are successful as a Senior Recruiter:

- Possess a fire-in-the-belly, positive attitude, and are comfortable going after opportunity and innovation
- Are independent and can create and manage workplans individually. Are comfortable operating without predefined deliverables or boundaries
- Deliver engaging presentations with confidence, and communication in a manner that resonates clearly with the intended audience
- Are assertive and willing to push back when necessary
- Thrive under the pressure of time constraints
- Are innately curious – always asking “why?”
- Lead with metrics
- Embrace the gray – are able and willing to work across boundaries for the greater good of the company
- Are organizationally aware with keen business acumen
- Display resilience – capable of staying motivated and trying new approaches in tough times
- Are willing to push their comfort zone and be a team player
- Make commitments – and keep commitments
- Learn from their mistakes. Are kind and create a safe environment for others to make mistakes and learn

What we're looking for

We expect:

- At least 5 years of full-time work experience in talent acquisition, recruiting, or sales with a focus on problem-solving with people-based solutions
- Action-oriented, self-directed, team-player, and ability to thrive in a fast-paced, ever-changing environment
- Demonstrated experience working with and effectively leveraging contemporary industry social networking and applicant tracking tools (Bullhorn, LinkedIn, Indeed, etc.)
- Demonstrated experience working with third party sourcing/recruiting agencies, understanding contracts, terms etc.
- Excellent listening, verbal, and written communication skills
- Sharp attention to detail and ability to know the appropriate level of detail to communicate depending on the audience
- Demonstrated success in collaborating with peers
- Ability to see the big picture and connect interrelated components together

- Organized and able to maintain tracking tools
- Ability to multitask and follow through on projects through the full life cycle process
- Ability to contribute to team projects by acquiring knowledge, sharing it with decision makers, executing in a timely manner, and producing quality outcomes
- Proficiency with Microsoft products

We'd love to see:

- Familiarity with healthcare IT and Epic, Cerner, or MEDITECH HCIS generally gained from working directly with EHR software or for a healthcare organization
- An understanding of the client and/or candidate sides of the placement process
- Demonstrated experience mentoring others to grow skills

Need a few more details?

Status: Exempt | Regular full-time

Employment eligibility: Must be legally authorized to work in US without sponsorship

Work location: This position is remote. Must work in a location within US.

Travel: Minimal (less than 10%)

Benefits eligibility: Eligible

Now, a little about us ...

At Tegria, we bring bold ideas and breakthroughs to improve care, technology, revenue, and operations in ways that move healthcare organizations from patient-centered to human-centered. We are helping healthcare put people first—both patients and those who dedicate their lives to delivering care.

And at the very core of this vital work is our incredibly talented people.

People with different backgrounds who welcome challenge and change. People who listen first, ask hard questions, and make decisions to cultivate a culture of equity and inclusion. People who chase after goals, growth, and generosity. We're real. We're nimble, and we believe in our mission to humanize healthcare.

Perks and benefits

Top talent deserves top rewards. We've carefully curated a best-in-class benefits package, meant to meet you wherever you are in your life and career.

- **Your health, holistically.** We offer a choice of multiple health and dental plans with nationally recognized networks, as well as vision benefits, a total wellness program, and an employee assistance program for you and your family.
- **Your financial well-being.** We offer competitive wages, retirement savings plans, company-paid disability and life insurance, pre-tax savings opportunities (HSA and/or FSA), and more.

- **And everything in between.** Our lifestyle benefits are unrivaled, including professional development offerings, opportunities for remote work, and our favorite: a generous paid-time-off program, giving you the flexibility to plan a vacation, take time away for illness (or life's important events), and shift your schedule to accommodate those unexpected curve balls thrown your way.

Tegria is an equal employment opportunity employer and provides equal employment opportunities (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. All qualified candidates are encouraged to apply.

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