

# ROLE DESCRIPTION: TALENT ACQUISITION PARTNER

## WHAT YOU DO

The Talent Acquisition Partner (TAP) is a TA professional who owns the delivery of end-to-end recruitment processes for their assigned open roles.

Using their specialized understanding of the competence area(s) they specialize on, the TAP works closely with hiring managers as an advisor, providing market insight, building job ads, executing talent sourcing and engagement to build pipelines, owning the candidate experience across the full process, setting up assessment frameworks, and preparing and negotiating job offers.

## WHO YOU ARE

You are an experienced, highly energetic HR professional with a strong background in recruitment who likes to proactively engage, guide and negotiate with stakeholders (candidates, hiring managers, leaders, interviewers, etc.) in your day to day.

You have strong **Talent Sourcing and Copywriting & Branding** skills that help you find and engage the right talent; top-class **Talent Assessment** skills that ensure we hire the right colleagues with the needed profiles, stellar **Communication, Stakeholder Management and Negotiation** skills to be able to get everyone on board towards a common direction, and a good base in **Data Analytics** to set KPIs and assess the performance of your recruitment funnel and continuously improve.

## HOW YOU DO IT

By acting in line with our values, having the right mindset and leadership, you contribute to H&M's business success.

You have a growth mindset and encourage cross-functional collaboration where your colleagues' success is equally to yours.

You promote a positive and open environment where opinions, views and ideas are shared, proactively bring innovative ideas and explore growth opportunities.

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.

# WHAT YOU DO

## Your responsibilities

Add/remove/change main areas of responsibilities and explain major tasks in a couple of bullet points

<b>Recruitment Delivery</b>	<ul style="list-style-type: none"><li>● Own full life cycle of all assigned open roles and ensure accurate systems (SN and ATS) administration.</li><li>● Drive in-take meetings with hiring managers, ensure expectation alignment and write job ads.</li><li>● Talent sourcing of relevant candidates, pipeline building and promotion and engagement for open roles.</li><li>● Plan and execute candidates' profile/CV reviews, shortlisting and screening calls.</li><li>● Set, structure, coordinate and monitor the competence assessment process for candidates.</li><li>● Prepare and coach hiring manager to host Team-Fit interviews.</li><li>● Advise and support hiring managers in hiring decision making.</li><li>● Prepare, align, deliver and negotiate job offers with candidates.</li><li>● Collect and provide feedback to candidates according to predefined policies.</li><li>● Ensure appropriate handover of hired candidates to the pre-boarding process.</li><li>● Manage own workload proactively and align with manager: open requisitions and project-related work.</li><li>● Proactively communicate and serve as partner and advisor to hiring managers across the full recruitment process.</li><li>● Continuous monitoring of own performance KPIs and Metrics, and definition of action plans accordingly.</li><li>● Ongoing learning of tendencies in their competency area.</li></ul>
<b>Team Planning &amp; Projects</b>	<ul style="list-style-type: none"><li>● Participate in the team's Roadmap creation and management during yearly planning, and quarterly &amp; monthly reviews.</li><li>● Own the delivery of specific items/tasks of projects within the roadmaps of the team and/or the broader TA org.</li><li>● Proactively identify areas of improvement and communicate them to their TM Manager.</li></ul>

## Collaboration with HR community & business

### HR Community:

- HR Teams in the Region and Sales Market
- Regional TA Community and other Regional COE Community when relevant

### Business

- Hiring Managers and Function Leaders in the Regions and Sales Markets

# WHO YOU ARE

## Your knowledge and personal characteristics

Knowledge consists of education, skills, experience

<p><b>Education</b></p> <p><i>list relevant formal education, eg. university degree (or equivalent) and/or other trainings, professional courses and certifications which are relevant for the role</i></p>	<ul style="list-style-type: none"><li>• Formal education within human resources, business administration or organizational psychology is preferred, but not mandatory.</li><li>• LinkedIn Recruiter certification is preferred.</li><li>• Any certifications in recruitment analytics and copywriting are also preferred.</li></ul>
<p><b>Skills</b></p> <p><i>list the most important skills needed to perform the job. Skill is defined as ability to use knowledge in execution and performance. Skills can, but don't have to be related to formal education, eg. accounting skills, digital marketing, stakeholder management, communication skills...etc.</i></p>	<p><b>CORE COMPETENCES</b></p> <ul style="list-style-type: none"><li>• Stakeholder Management</li><li>• Organizational Skills</li><li>• Business Acumen</li><li>• Communications Skills</li><li>• Compliance Management Skills</li><li>• Advising Skills</li><li>• Digital Literacy</li><li>• People Analytics<ul style="list-style-type: none"><li>• Negotiation Skills</li><li>• Talent Sourcing</li><li>• Talent Assessment</li><li>• Campus Recruitment</li></ul></li></ul>
<p><b>Experience</b></p> <p><i>list relevant previous work related (and private if applicable) experience that could be beneficial for the role</i></p>	<ul style="list-style-type: none"><li>• Previous experience working in recruitment is necessary for the role, either as a TA Coordinator, Talent Sourcer, Jr. Recruiter or equivalent.</li></ul>

## Personal characteristics

List the 3-7 most important personal characteristics that describe how you behave at work

(choose from the list and/or add other ones)

### People and relationships:

Communicative / influencing / socially confident / supportive / consultative

### Tasks and projects:

Analytical / conceptual / creative / methodical / conscientious

### Drives and emotions:

Relaxed / resilient / flexible / decisive and action oriented / achievement oriented

Other:

# HOW YOU DO IT

## Your behaviours: living the values, growth mindset, leadership (if applicable)

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it. This part applies to all roles at H&M and should not be edited.

<h3>Our Values</h3> <p>All colleagues within H&amp;M Group share the same values.</p> <p>They express how we create meaningful growth together – with our customers at heart and the mindset Everyone is a leader.</p>	<h3>Values in action</h3> <p>Our values are put into action through their key behaviours/competences, that guide all colleagues across H&amp;M Group to perform a task successfully regardless of role. See below.</p>
<ul style="list-style-type: none"><li>● We are one team</li><li>● We believe in people</li><li>● We are entrepreneurs</li><li>● We make constant improvement</li><li>● We are cost conscious</li><li>● We are straight forward and open minded</li><li>● We keep it simple</li></ul>	<ul style="list-style-type: none"><li>● Collaboration (e.g., the ability to be collaborative, inclusive, engaging)</li><li>● Empowerment (e.g., the ability to be empowering, trusting, listening)</li><li>● Innovation (e.g., the ability to be innovative, risk-tolerant, flexible)</li><li>● Improvement (e.g., the ability to be action oriented, taking ownership, willing to learn)</li><li>● Resourcefulness (e.g., the ability to be resourceful, responsible, proactive)</li><li>● Honesty (e.g., the ability to be open-minded, sincere, self-aware)</li><li>● Clarity (e.g., the ability to be clear, efficient, effective)</li></ul> <p><i>[Turn to the overview of Values in action <a href="#">here</a> for more detailed examples of how the key behaviours/competences can be expressed]</i></p>

*OUR VALUES are the starting point for how we act. They form a red thread throughout the competences needed in your role.*

