

Position Title: Recruiter

Location: Chesterfield, VA

GCA Requisition: 16-005A

Clearance Required: N/A

Virginia Department of Emergency Management (VDEM) is seeking an HR professional to provide expertise in the Recruitment/Interview/Selection Process:

In accordance with agency and State Human Resource policies and procedures, the contractor will provide support with the VDEM recruitment functions including but not limited to:

1. Finalizing Employee Work Profile (EWP)/employee job descriptions for recruitment and for existing EWP's for new format and forms.
2. Advertising positions in the appropriate venues (i.e. VEMA, NEMA, FEMA, IAEM, LinkedIn, etc.)
3. Screening applications
4. Working with supervisor/leadership to develop interview questions
5. Schedule interviews (panel, candidates, and other logistics)
6. Review documentation from interviews, repeating items 4 and 5 for additional levels of interviews
7. Assisting with background checks, reference checks, and salary verifications for final candidates