

# HR Generalist, Talent & Engagement

**Team:** Operations

November 22, 2024

**Reports to:** Director of Human Resources

**FLSA Status:** Exempt

**Salary Grade:** 18

---

## Primary Objective of Position

The HR Generalist, Talent & Engagement drives an exceptional employee experience through strategic recruitment, onboarding, and employee engagement initiatives while fostering a culture of collaboration, diversity, equity, and inclusion. This position will serve as a critical partner to hiring managers and employees, ensuring compliance with HR policies and regulations, facilitating effective performance management, and promoting professional development. By leveraging expertise in talent management, employee relations, and organizational culture, this role supports the organization's mission to build a dynamic and inclusive workplace that attracts, retains, and develops top talent.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

## Essential Areas of Accountability

- **Recruitment and Onboarding:**
  - Partner with hiring managers to target recruitment efforts to meet staffing needs. Develop job descriptions, selection criteria, candidate sourcing, and screening processes. Guide staff teams through the selection process and develop recommendations for hire for the Director of Human Resources.
  - Maintain HR and recruiting technologies. Set up new positions, manage job postings, administer scheduling and communications with candidates, administer system workflow, and maintain candidate records in line with local, state, and federal compliance.
  - Maintain lists of screening criteria, interview questions, recruitment relationships and websites by job type for posting positions.
  - Screen candidate pools for requirements, conduct interviews, and coordinate interview panels. Process reference checks and synthesize candidate information for use in decision making.

- Upon notification of employment offers being accepted, is the single point of contact for new hires. This includes coordinating with the HR Generalist, Total Rewards & Operations and other staff for onboarding tasks, scheduling new hire orientations, and facilitating new hire work assignments.
- **Employee Relations & Engagement**
  - Act as a trusted advisor for employees and managers to address workplace issues. Serve as a point of contact for employee relations and facilitate resolutions. Works closely with the Director of Human Resources to address and respond to employee requests and complaints.
  - Collaborate with the Director of Human Resources, to develop and execute employee engagement initiatives. Conduct engagement surveys, analyze data, and propose actionable initiatives.
  - Manage the employee gift and recognition program. Coordinate with the Communications team on development of branded gifts. In coordination with the Director of Human Resources, implement recognition activities that support organizational goals.
  - Plan and participate in the coordination organization-wide events and efforts to support employee culture and team building in a way that promotes a diverse, equitable, and inclusive workplace. This includes new staff welcomes, cohort- or location-based team building, staff farewell events, community service day, etc.
- **Performance Management & Training**
  - Manage the performance review process, including goal-setting and feedback cycles. Administer the performance management system to roll out review schedules and oversee feedback processes.
  - Coordinate professional development programs and supports the Director of Human Resources in identifying organizational training needs, collaborating across teams to research and select external training programs and consultants. Track progress on employee goals and development plans.
  - Support supervisors with Performance Improvement Plan development, implementation, and evaluation. Coordinate closely with the Director of Human Resources to track employee performance trends.
- **HR Policy & Compliance**
  - Assist in drafting and enforcing policies related to employee expectations, development, engagement, and recognition.
  - Maintain compliance with local, state, and federal regulations.

## Knowledge and Skills Required

- Bachelor's degree in Human Resources / Business Administration or equivalent experience; PHR certification or SHRM certification preferred.
- 3-5 years of experience in human resources, talent management, employee engagement, or a related role.

- Experience with recruitment processes, performance management systems, and employee engagement initiatives.
- Strong understanding of HR policies, practices, and regulations, including recruitment, onboarding, training and development, and performance management.
- Excellent critical thinking and problem-solving skills, strong ethical judgment, and the ability to handle sensitive situations with discretion and professionalism.
- Exceptional written and verbal communication skills, including the ability to draft clear policies and engage effectively with diverse audiences.
- Highly organized, with a proven ability to manage multiple projects, deadlines, and priorities simultaneously.
- Demonstrated ability to build trust and maintain positive relationships with employees and managers across the organization.
- Demonstrated commitment to justice, equity, diversity, inclusion (JEDI); fostering a diverse, equitable, and inclusive workplace.
- Skills in coordinating events and activities that enhance team building and organizational culture.
- Self-starter with a proactive attitude toward improving processes and driving outcomes.
- Flexible and adaptable, with the ability to navigate ambiguity and shifting priorities.
- Collaborative mindset and a commitment to organizational goals and values.
- Fluency in English; professional fluency in a language other than English is highly valued, particularly Spanish and French
- Passion and curiosity about the issues and areas of Meridian's work
- Experience with HR information systems (HRIS), applicant tracking systems (ATS), and other relevant technologies. Proficiency in Microsoft Office Suite is essential.

## Work Environment

- Required to attend to business outside of normal working hours, as needed.
- Required to travel domestically or internationally dependent upon organizational needs.
- Must be able to conduct themselves in a courteous and professional manner at all times.

**Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

**Acknowledgement:**

\_\_\_\_\_

(employee)

\_\_\_\_\_

(date)