

HUMAN RESOURCES/ TALENT ACQUISITION SPECIALIST

Degree required

Bachelor's degree, it does not need to be HR specific

Average starting salary

\$50,000



THE JOB

Key job characteristics

Collaborating with colleagues, working cross-functionally with various businesses, candidate engagement, influence and persuasion.

Most rewarding part of the job

Interacting with candidates and working with hiring teams to add the best talent. It's a great feeling to get to represent an amazing company and positively impact lives.

Most challenging part of the job

Each role is like its own mini project with many moving parts. They each require strong attention to detail and timely communication. To be successful you need to be flexible and able to think on your feet.

THE SKILLS

Important soft skills

Agility, communication, collaboration, project management, attention to detail, organization, and customer orientation.

SOME TIPS

Advice for high school students

It's important to think about the environment you are ideally targeting. Do you want to work independently or in a group? Lab work or desk work? Really explore what it is you are passionate about and want to do and incorporate that into your work. Identify your strengths and try to maximize those or seek out a career that allows you to do what's important to you. If you love what you do, you will never work a day in your life.

Helpful courses to take in high school or college

Business, communications, project/program management.

A DAY IN THE LIFE: HUMAN RESOURCES/TALENT ACQUISITION SPECIALIST

A typical day is not very typical. Being a human resources/talent acquisition specialist is an exciting, fast-paced role that requires a lot of organization and self-discipline to stay on track. Many meetings are scheduled on your behalf, so it is important to pay attention to your calendar.



Review all new resumes, conduct a phone interview for one of the many roles to fill, qualify a candidate, and send interview notes to the hiring manager



Process an offer for a final candidate and email candidates currently in the application or interview process to provide a status update



Coordinate with your hiring managers to get approval on compensation proposals and which candidates to invite onsite for additional interviews



Meet with the larger recruiting team to align on best practices, share solutions to roadblocks, and discuss market updates



Meet with a top candidate for a tough-to-fill role who is onsite for an interview to their answer questions and discuss next steps in the hiring process



Lead a debrief meeting with the hiring team when the interview is finished to discuss candidate's qualifications, fit for the role, and area of opportunity



Follow up with candidates, review resumes, and set up meetings with managers to align on best practices



Reach out to passive candidates on LinkedIn to increase the pipeline for a tough-to-fill role and share profiles with the hiring manager

Reflection questions

- What is something new you learned about this career?
- How does this job work with the other careers in genomics you have learned about?
- How can you use this career insight to help you explore your own passion?
- If you could talk to someone with this job, what would you ask them?
- Is there anyone in your personal network you could connect with to learn more?

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