

Business Operations – Human Resources Associate Competencies

Required Competencies
<p>Confidential Information Handling <i>Ensures the privacy of employee data and confidential personnel situations at all times.</i></p>
<p>Detail Orientation <i>Accepts accountability for consistent accuracy in all tasks.</i></p>
<p>Regulatory Acumen <i>Demonstrates understanding of the regulatory environment that shapes HR policies.</i></p>
<p>Policy Development <i>Uses industry best practices to support the development of company policies.</i></p>
<p>Talent Acquisition <i>Uses talent acquisition systems and best practices to identify, recruit, and hire new employees to the organization.</i></p>
<p>HR Information Systems <i>Uses HR management systems and administrative software to complete necessary job functions.</i></p>
<p>Employee Development & Training <i>Uses industry standards and company resources to craft policy to shape the development of employees.</i></p>
<p>Performance Management <i>Facilitates the process of creating and establishing performance standards and measuring employees' performance.</i></p>
<p>Onboarding <i>Executes the company process and requirements for new hires.</i></p>
<p>Talent Engagement & Retention <i>Fosters employee loyalty, builds inter-department relations, and executes company-wide events.</i></p>
<p>Professionalism <i>Behaves and adopts a demeanor that builds trust and credibility with others.</i></p>
Optional Competency
<p>Employee Relations <i>Counsels management and employees through conflict; brings resolution while mitigating risk.</i></p>