

## HR Specialist's Path

### Internal Recruiter

**Non-Functional Requirements:**

- At least 1 year of experience at Recruiter position.

**Functional Requirements:**

- Fluency in English and Armenian languages;
- Strong familiarity with IT-recruiting best principles and practices;
- Strong familiarity with recruiting toolkit;
- High level of autonomy;
- Broad spectrum of communication skills;
- Highly attentive to details.

**Educational Requirements:**

- Read the book "Full stack recruiter: The Ultimate Edition" by Jan Tegze;
- Read the book "How to Hire A-Players" by Eric Herrenkohl.

**General Responsibilities:**

- Source candidates through online channels (e.g. professional networks and portfolio sites);
- Advertise job openings on careers pages, job boards and social networks;
- Conduct professional interviews (both, in-person and remotely);
- Guide the candidates through the hiring processes;
- Manage the interviews schedule;
- Document his/her working progress;
- Have a crystal-clear reporting system for the management;
- Systematically bring and implement new hiring ideas;
- Maintain unbiased, non-discriminatory hiring practices.

### Associate HR Specialist

**Non-Functional Requirements:**

- At least 2 years of experience at "Recruiter", or 1 year at "HR Specialist" position.

**Functional Requirements:**

Everything that Internal Recruiter knows +

- Excellent English and Armenian written skills;
- Decent knowledge of various legal aspects related to the documents that might be requested by the company colleagues from HR team;
- Strong knowledge of IT-office in-house routines;
- General understanding of such concepts as "company culture", "team members happiness", "company atmosphere", "company hierarchy", "company communication flows".

**Educational Requirements:**

- Read the book "The Essential HR Handbook" by Barbara Mitchell and Sharon Armstrong;
- Read the book "HR from the Outside In: Six Competencies for the Future of Human Resources" by Dave Ulrich et al.

**General Responsibilities:**

Everything that Internal Recruiter does +

- Company announcements in Slack (welcoming, birthdays, farewell, other);
- Maintain full onboarding cycle for new hires in accordance with established processes;
- Maintain an internal database of shortlisted candidates for future use;
- Company members' vacation and day-off management;
- Company events organization;
- Office management;
- In-house paperwork for company members (incl. salary statements, visa and bank-related documents, etc.);
- Company members' corporate lifetime tracking;
- In-house educational systems management (Library, Courses, etc.);
- Company social media profiles management (incl. Facebook, Instagram, LinkedIn).

### HR Specialist

**Non-Functional Requirements:**

- At least 1 year of experience in working at the SDC;
- At least two people in HR department;
- At least 25 people in the company under HR department supervision.

**Functional Requirements:**

Everything that Associate HR Specialist knows +

- Strong knowledge of all the main tools used by HR departments in IT companies;
- Ability to standalone administer HR software systems.

**Educational Requirements:**

- Read the book "Work Rules!" by Laszlo Bock;
- Read the book "Thinking, Fast and Slow" by Daniel Kahneman;
- Read the book "Powerful: Building a Culture of Freedom and Responsibility" by Patty McCord.

**General Responsibilities:**

Everything that Associate HR Specialist does +

- Processing and announcement of SDC management team decisions;
- Participation in SDC management team strategic discussions;
- One-on-ones conduction with team members;
- Salary review system management;
- Company culture and atmosphere control;
- Maintain the career growth of the team members in accordance with the SDC Career Paths.