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# Example of Generalist, Human Resources Job Description

Our company is looking for a generalist, human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for generalist, human resources

* Offer guidance & suggestions on appropriate selection methodologies for recruitment campaigns
* Create interview assessment documents and coordinate appropriate distribution
* Manage the US Open Resourcing program (internal job board)
* Coordinate external hiring activities with recruiting agencies, web based recruiting, professional journals
* Manage relationships with vendor & agency contacts
* Facilitate the relocation program with vendor
* Manage campus recruiting activities and co-op program
* Develop and present colleague & co-op orientation programs
* Provide work direction to the supporting HR Specialist
* Participate in a Global HR Network

## Qualifications for generalist, human resources

* Lead or contribute to HR projects as assigned (which may involve other functional areas of HR in addition to Employment)
* Monitor laws and regulations and maintain company compliance
* Advise management team of compliance issues and solutions, update policies or processes and coordinate training as needed
* Lead the onboarding of new hires
* Conduct background investigation, manage employment agreements, coordinate onboarding schedule and conduct orientation
* Manage and implement performance reviews program