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# Example of Generalist, Human Resources Job Description

Our growing company is looking for a generalist, human resources. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for generalist, human resources

* Lead the onboarding process for new hires
* Maximize use of HR systems
* Process employee life cycle changes
* Lead the administrative aspects of the performance evaluation process within PerformYard
* Prepare all employee termination packages
* Analyze data and provide feedback and/or recommendations for improvements to management
* Recruit, interview, test, select and make offers to candidates to fill vacant positions, update managers regarding status of searches
* Prepare and post advertisements for positions as necessary and attend job fairs as needed
* Complete pre-hire and post-offer applicant processing by completing background checks, license verification and offer letters
* Prepare vacancy reports for Recruitment meeting on a bi-weekly basis

## Qualifications for generalist, human resources

* Ensure paperwork for new hires, promotions, transfers and terminations is accurate and complete for processing
* Review, edit and finalize all Corrective Discipline Reports in conjunction with program and VP or designee
* Coordinate and oversee all aspects of employee discipline including the grievance processes
* Utilizing social media to source candidates
* Preparing creative ad postings on job boards
* Establishing contacts by sourcing qualified home care nurses