Josh Straight

# PROFILE

Competent, results-driven Talent Acquisition Partner, with over 5 years of experience in end-to-end recruitment. Adept in developing recruitment campaigns, sourcing, coordinating interviews, and onboarding. Proven ability in driving the growth of Technology and Commercial functions. Dedicated to a candidate-centric approach, supporting their journey and identifying areas of improvement to enhance and streamline the process. Strong ability to build and navigate cross-functional relationships with stakeholders, acting as an adviser and collaborator. Passionate about working on and promoting impactful, with experience transitions to new ATS’ and introducing tools such as Sapia

# PROFESSIONAL EXPERIENCE

**November 2023 – present Talent Acquisition Partner Good Energy**

**Recruitment Operations:**

* Oversaw the Technology recruitment life cycle, from job requisition to onboarding, including, sourcing, screening, and interview coordination.  Managed a recruitment administrator, providing leadership, guidance, and training.

**Stakeholder Collaboration:**

* Partnered with hiring managers across Technology functions to develop recruitment plans.
* Provided expert advice on interview market trends and best practices to align recruitment efforts with business goals.
* Assessed Technology function needs with senior leaders and collaborated with hiring managers on job adverts and recruitment timelines.
* Advised on and selected recruitment channels based on feedback and implemented sourcing strategies in collaboration with marketing.

**Change management:**

* Led the Applicant Tracking System transition project from Taleo to Pinpoint.
* Collaborated with the Pinpoint Account Management and Product Management teams to customize features and improve functionality.
* Created tech recruitment workflows in Pinpoint and integrated systems such as Oracle, LinkedIn, and Cord.
* Conducted training sessions with the Talent and People team and key managers to ensure a smooth transition.
* Created detailed user guides to facilitate system adoption, providing step-by-step instructions for various functionalities. **Recruitment Metrics and Reporting:**
* Tracked key recruitment metrics such as time-to-fill, cost-per-hire, and candidate satisfaction and presented reports to senior management.

**April 2022 – September 2023 Resourcing Business Partner Holland & Barrett**

**Candidate Sourcing & Engagement**

* Identified talent using skill-based Boolean searches, leveraged LinkedIn Recruiter and Cord to achieve a high CV-to-Interview conversion.
* Constructed creative and personalized communications to engage with passive candidates, maintaining a 36% InMail response rate.  Conducted initial screenings to assess candidate experience.

**Talent Pipeline Management**

* Created talent pools based on skills, experience, and expertise.
* Tracked candidate interactions and progress through eArcu, maintaining accurate and up-to-date records to ensure GDPR compliance.
* Conducted regular pipeline reviews with hiring managers to analyse the process to ensure a consistent flow of candidates.

**Candidate Experience**

* Conducted candidate journey mapping to identify areas of improvement.
* Simplified candidate application process by introducing Quick Apply, which resulted in an increase in direct applications.
* Conducted interview prep sessions: set expectations, offered guidance on the STAR method, and provided insights on the role and team.
* Made use of external tools such as Calendly to automate the initial screening schedule.
* Contributed to the Career FAQ section to reduce the load on recruitment inbox.
* Ensured consistent communication with candidates to maintain transparency throughout the process.  Implemented a feedback channel for candidates and utilized their input to enhance processes. **Candidate Assessment & Interview Process Optimization**
* Assisted with the development of a library of standardized value-based interview questions.
* Supported the design of a structured interview process for Product Development.
* Streamlined Data functions interviews to condensed stages to maintain candidate engagement, resulting in a 16% reduction in time-to-fill.
* Provided hiring manager training sessions on effective methods of accessing candidates.  Participated in interviews, made notes of responses, and conducted debrief sessions to evaluate candidates.

**Offers & New Hire Integration**

* Achieved a 71% offer-acceptance rate through transparent candidate communication.
* Developed onboarding plans tailored to a variety of roles and seniorities.
* Introduced a Buddy system for new starters, conducted check-ins and follow-up sessions to address challenges.

**Employer Branding & Value Proposition**

* Created employer brand content for Tech audiences showcasing exciting projects, initiatives, and employee testimonials.
* Promoted Holland & Barrett's EPIC values, working with business leaders to articulate their function’s unique brand identity.  Conducted employee surveys on the employer value proposition and monitored Glassdoor feedback to address concerns. **Diversity & Inclusion Recruitment Initiatives:**
* Assisted in implementing a blind candidate screening using Sapia text chat interviews, reducing bias in Retail candidate assessment.
* Offered recruitment accommodations, alternative interview formats and accessible materials for disabilities.
* Created inclusive job ads using gender-neutral language and formed a diverse interview panel in Tech for varied candidate perspectives.  Partnered with organizations such as Stemettes and Women Who Code and explored diverse job boards such as Bridge of Hope. **Stakeholder Relationships:**
* Collaborate cross-functionally with HR, People Services, Rewards, Employee Branding, Finance, liaising offering advice and support.
* Developed relationships with hiring managers across the UK, Ireland, and EU including Department Heads, Senior Managers, Managers.
* Established communication channels through Slack, Teams, and Confluence, maintaining contact throughout the recruitment process.
* Acted as a partner, offering expert advice on market trends and potential challenges to come up with sharing effective solutions.
* Collaborated with Store Tech leaders to support EPOS projects, anticipate future talent needs, advancements, and industry changes. **Metrics & Analytics:**
* Designed a dynamic high-level tracker in Excel, which utilized filters, VBA buttons, and VLOOKUP functionalities.
* Played a key role in testing Insights, acting as a bridge between Resourcing, the development team and the eArcu account manager.

**Agency Partnerships**

* Defined selection criteria for Preferred Supplier List and negotiated contracts terms.
* Developed strong relationships with recruitment agencies through regular communication and comprehensive briefings.
* Minimized cost-per-hire by decreasing agency spend, reserving use for specialized roles such as Personalization.

**Early Careers:**

* Identified skill gaps in Tech, Digital Marketing, Operations, Supply Chain, Customer Service and Retail.
* Conducted initial consultations with the provider SR Apprenticeships.
* Collaborated with Tech leaders to develop and launch a tailored apprenticeship program in line with the Apprenticeship Standards.
* Created branded marketing materials to promote graduate opportunities, and prepared engaging careers fair booths and talking points.
* Established a talent pool with live vacancies and implemented a follow-up plan to contact and progress candidates’ post-event.

**European Workforce Expansion**

* Developed talent acquisition strategies tailored to global regions and markets, established consistent recruitment processes across Europe.
* Used services from Globalisation Partners and Deel for Employee of Record solutions, managing the workforce expansion program.  Facilitated the prompt delivery of contractor resources for Supply Chain squad through effective partnership management.

**April 2020 – April 2022 Senior Consultant Experis**

**High-volume Recruitment:**

* Conducted comprehensive needs assessments to understand recruitment requirements and design tailored campaigns.
* Collaborated with business leads to define timelines, deliverables, and other KPIs, persuasively presenting recommendations.
* Managed multiple recruitment projects simultaneously, ensuring timely and successful execution.
* Evaluated existing processes and identified areas for improvement, streamlined workflows to reduce time-to-fill.
* Led the internal CoRE (Centres of Recruitment Excellence) team to support candidate sourcing.
* Utilized multi-channel recruitment strategies to reach a diverse pool of candidates, experimenting with new sourcing platforms.
* Maintained a low rebate rate by achieving 91% retention in FY 2021, 74 out of 81 hires remained in the role for at least 6 months.

**Sourcing & Talent Pipeline:**

* Leveraged sourcing channels: LinkedIn Recruiter, job boards, and internal databases, using Boolean techniques to optimize results.  Built talent pipelines in Bullhorn, categorizing skills for current and future hiring needs with candidate tags.

**Candidate screening & Assessment**

* Utilized behavioural interviews and competency-based questions for candidate assessment.
* Coordinated and conducted large scale assessment centres.  Developed customized assessment tools and interview guides tailored to specific job roles and industries. **Stakeholder Relationships:**
* Established partnerships with senior business leads across diverse client portfolios, providing regular updates through weekly stand-ups.
* Collaborated closely with hiring managers, HRBP, Talent Acquisition to understand hiring priorities.  Worked closely with hiring teams to develop compelling job adverts, mapping interviews and candidate evaluation criteria.

**Market Analysis**

* Conducted research using Payscale on markets and industry benchmarks to identify trends, sourcing channels, and demographic insights.  Stayed updated on industry news and best practices through forums, webinars, conferences, newsletters, and networking. **Forecast & Performance Reporting:**
* Established KPIs for recruitment effectiveness, tracking and analysing metrics like time-to-fill and retention.
* Provided regular reports on recruitment performance to stakeholders, implementing initiatives for continuous improvement.  Forecasted hiring needs and implemented initiatives to improve performance metrics, driving ongoing enhancement.

**October 2019 – April 2020 Consultant Experis**

**Recruitment:**

* Managed recruitment process, shortlisting candidates, scheduling interviews, negotiating job offers and drafting offer letters.
* Supported clients' growth across the UK and Ireland, scaling their technical and product teams.
* Successfully sourced and hired 13 candidates, matching their skills and experience with clients’ needs.

**Reporting & Insights:**

* Created detailed pipeline reports for hiring managers, offering insights on the recruitment process.
* Presented KPI reports to senior management, providing detailed hire forecasts.

**January 2019 – October 2019 Resourcer Experis**

**Candidate Sourcing:**  Coordinated recruitment process, identified candidates, qualified, submitted, and supported throughout the process.

***Previous experience available upon request.***

SKILLS:

Applicant tracking systems (Pinpoint, Taleo, eArcu, Workable, Greenhouse and Workday)

Recruitment platforms (LinkedIn Recruiter, Cord)

Customer relation management (Bullhorn)

Job boards (Indeed, Totaljob, Reed, CV

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Library)

Microsoft 365 (Excel, Word, PowerPoint, OneNote and Teams)

Google App Suite (Sheets, Docs, Slides and Hangout)

**EDUCATION**

2012 – 2014 Extended Diploma, Business Oaklands College

2011 – 2012 First Diploma, Information Technology Oaklands College

2010 – 2011 AS French Beaumont School

2009 – 2011 GCSE’s Beaumont School