

A JOB OFFER IN EY

Irene Huertas Valdivia, *Universidad Rey Juan Carlos*

Eduardo Arias Viñuela, *Universidad Rey Juan Carlos*

In the chart 1 you can find a real job offer posted at the EY web site in 2022.

Chart 1. Example of a job offer at EY.

“HR Recruitment Intern from January 2022 for 6 months

What if your career could have a lasting impact on you, and on the world?

Here at EY, you’ll have the chance to build a truly exceptional experience. We’ll empower you with the latest technology, surround you with high-performing teams, and provide the global scale and diverse and inclusive culture you need to discover your full potential. Through our coaching and training programs, you’ll develop the skillsets you need to stay relevant today and in the future – all while building a network of colleagues, mentors, and leaders who will be on the journey with you at EY and beyond.

The exceptional EY experience. It’s yours to build.

The opportunities: your next adventure awaits

You will be responsible for providing administrative support and assistance to the Recruitment department. Your main responsibilities will include:

- Full cycle application management, from receiving the application to the integration of the new hires, including job ads posting, organizing, and coordinating individual interviews, ensuring a close follow-up of each candidate and regular contacts with internal and external clients (business interviewers, candidates, universities...).
- Among your tasks will also be a heavy administrative support, meaning that: preparation of employment contracts, addendums, and Internship Agreements; daily update of follow-up tracker and database, preparation of regular reports, supporting and participating in recruitment events for graduates and interns and participating in the integration process of new hires.
- All these tasks will be done in close relations with the HR team members, our internal clients, and the applicants. Additionally, you will participate in specific HR/recruitment internal projects.

What we look for

- **You have an agile, growth-oriented mindset.** What you know matters. But the right mindset is just as important in determining success. We're looking for people who are innovative, can work in an agile way and keep pace with a rapidly changing world.
- **You are curious and purpose driven.** We're looking for people who see opportunities instead of challenges, who ask better questions to seek better answers that build a better working world.
- **You are inclusive.** We're looking for people who seek out and embrace diverse perspectives, who value differences, and team inclusively to build safety and trust.

Qualifications: eligibility requirements include the following:

- You are studying a bachelor/master's degree in HR or similar and your internship is required for the completion of your Diploma.
- In terms of languages, you are **fluent in English**. French, German, or any other languages will be considered as an asset.
- A thorough command of MS Office applications (Word, Excel, PowerPoint) is required.
- We are looking for a colleague who is well organized, flexible and who can prioritize tasks effectively, with excellent communication skills and client oriented.
- We expect you to be a positive thinker, detail-oriented and a flexible team player who can manage stressful situations professionally in a multicultural and international environment.

What's in it for you

- Accelerate your technical capabilities and transformative leadership skills with future-focused courses and development programs.
- Broaden your horizons by working on highly integrated teams across the globe and collaborate with people of diverse backgrounds — both professionally and culturally.
- Bring out the best in yourself with continuous investment in your personal well-being and career development.
- Develop your own personal purpose and help us create a positive ripple effect on our teams, our business, clients and society – building a better working world, together.

What you can expect

- *HR Interview*
- *Technical interview with hiring managers"*

Source: www.EY.com [03/03/2022]

Date of application: June, 2022.

Think about: Read the text of the job offer in detail and write three possible questions that you would ask the candidate if you were an EY recruiter.

Acknowledgments: This application has been prepared within the framework of the 2020 Teaching Innovation Group: FRH-GID-14. Teaching Innovation Group Fundamentals of Human Resources of the Universidad Rey Juan Carlos