

## Summer Student - HR Recruitment Process & Analytics Review

Job Number: [51638](#)

**Anticipated start date:** May 5, 2025

**Temporary position until:** August 23, 2025

EPL is seeking a motivated and detail-oriented Summer Student to complete data collection, compilation, and analysis related to internal employee movement patterns and the effectiveness of recruitment processes. The Summer Student role focuses on compiling and analyzing data from both manual and digital sources, identify key themes and patterns, and delivering actionable insights. The Summer Student will work closely with the EPL Human Resources Team, obtaining valuable hands-on experience in data analysis within a human resources context.

### Key Responsibilities:

- **Data Collection:**
  - Develop a detailed data collection plan, outlining the types of data to collect, methods for collection, and relevant HR metrics.
  - Retrieve data from various sources, including historical recruitment files, internal movement records, and digital HR systems.
  - Verify the accuracy, consistency, and completeness of collected data, addressing any inconsistencies or gaps.
  - Establish a structured system for organizing data to facilitate efficient analysis.
- **Data Analysis:**
  - Examine internal movement trends, such as promotions, lateral transfers, and attrition, identify significant patterns over time.
  - Identify the data and demographic dimensions to use in analyzing the data.
  - Analyze recruitment metrics such as time-to-fill, sources of hires, and success rates, to evaluate process effectiveness.
  - Perform a review of diversity dimensions and demographics to identify gaps and opportunities for recruitment and selection.
  - Consolidate and document key themes, insights, and areas requiring improvement, highlighting actionable conclusions.
- **Reporting:**
  - Develop comprehensive reports and visual representations (e.g., dashboards, charts, graphs) to communicate findings clearly.
  - Highlight trends and insights related to demographic diversity and recruitment outcomes.
  - Collaborate with HR team members to ensure reports align with organizational goals and priorities.
- **Research Recruitment Best Practices:**
  - Complete research on best practices for recruitment and selection.

### Job Requirements:

- Currently enrolled in a Bachelor's or Master's program in Human Resources, Business Administration, Data Analytics, or related field.
- Ability to understand and apply basic statistical methods to assess and validate findings.
- Demonstrated proficiency in Excel; experience with other data tools (e.g., Tableau, Power BI) is an asset.
- Strong analytical skills with the ability to synthesize and interpret various data sets.
- Awareness of diversity, equity, and inclusion principles and how they intersect with workforce analytics.
- Exceptional organizational skills.
- Strong written and verbal communication skills.
- Demonstrates strong initiative and the ability to work independently.

### Note:

- Applicants must submit a cover letter and resume to be considered for this position.
- Satisfactory background screening is required for this position which includes a Criminal Record Check/Police Information Check.

### Who we are:

The secret ingredient for making EPL a magical place is no secret at all; in fact, it's very simple: We share. We share stories, ideas and experiences. We share with our customers, our communities, and ourselves. We are Edmonton's largest lender of all manner of information and entertainment.

**Pay Band:** \$26.44 per hour.

**Hours of Work:** 35 hours per week. Monday to Friday.

**Posting Date:** Jan 31, 2025

**Closing Date:** Feb 23, 2025, 11:59:00 PM (MST)

**Number of Openings (up to):** 1 - Temporary Full-time

**Union:** Out of Scope

**To apply:** For more information about this position and other careers available at the Edmonton Public Library, please visit [epl.ca/careers](http://epl.ca/careers) and apply online. Only candidates who are selected for an interview will be contacted.