



Recruitment Plan Framework

Determine Recruitment Needs

- ✓ Determine whether a new provider is needed and the feasibility of hiring.
- ✓ Identify which staff members will be involved in the recruitment process for each type of hiring search, e.g. physicians, dentists, nurses.
- ✓ Research recruitment methods and the costs associated.
- ✓ Analyze the budget available for the recruitment process.
- ✓ Set a timeline to identify when outside help is needed, e.g., after six months of unsuccessful recruiting, use a recruitment firm.

Develop a Candidate Sourcing Plan

- ✓ Identify the resources to be used for recruitment.
 - o Local/statewide residency programs, medical schools, etc.
 - o Newspaper, journal, online advertisements
 - o Job fairs
 - o Mass mailings
 - o Medical societies
 - o NHSC
 - o IPHCA Clinician Recruitment Service (*available to IPHCA members*)
- ✓ Determine if the position needs to be expanded to a nationwide search.

Develop a Candidate Screening Process

- ✓ Develop a recruitment committee.
- ✓ Determine which staff will review applications or CVs and make contact with candidates.
- ✓ Review all CVs submitted within seven business days.
- ✓ Conduct phone interviews with desirable candidates.
- ✓ Send recruitment packets to candidates who receive a phone interview, including marketing materials, brochures, benefits outline, etc.
- ✓ Narrow the list of candidates from the phone interviews to determine who will receive a formal interview.
- ✓ Follow up with ALL candidates, regardless if they are moving forward in the interview process.



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Create an Effective Site Visit

- ✓ Plan the visit with the candidate.
- ✓ Make arrangements for the candidate's travel and lodging.
- ✓ Provide the candidate with a copy of the itinerary in advance.
- ✓ Meet with the recruitment committee before the visit to finalize details.
- ✓ Prepare staff involved in the interviews of appropriate questions and discussions that are important to gauge the candidate's experience and knowledge.
- ✓ Pick the candidate up at the airport, if applicable.
- ✓ Allow time during the visit for a tour of the community, engaging a realtor, if appropriate.
- ✓ Give the candidate time to ask questions during the visit.
- ✓ Provide candidate with a sample contract and contact information for staff members they meet during the visit.
- ✓ Send follow-up letters to candidates who had in-person visits.

Making & Finalizing the Offer

- ✓ Present the contract to the chosen candidate and give a time-frame to reply to the offer.
- ✓ Conduct negotiations with the candidate.
- ✓ If moving expenses are included in the offer, make the arrangements.
- ✓ Send a letter to the spouse/family welcoming them to the team and to the community, if applicable.

Ongoing Recruitment Activities

- ✓ Send recruitment packets to local/statewide residency programs quarterly to promote the organization.
- ✓ Update recruitment packets as needed.
- ✓ Update NHSC profiles and job postings as necessary, identifying which staff member will be responsible for this task.
- ✓ Conduct quarterly meetings with the recruitment committee.
- ✓ Conduct visits to residency programs to educate them on the organization.