



Recruitment Plan Framework

Determine Recruitment Needs

- ✓ Determine whether a new provider or staff is needed and the feasibility and cost 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. ex. search firms, website postings, social media, etc.
- ✓ Analyze the budget available for the recruitment process.
- ✓ Set a timeline to identify when outside help may be 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.
 - Local/statewide residency programs, medical schools, etc.
 - Online advertisements - Subscription websites, 1-3 month website job postings, social media.
 - Job fairs
 - Mass mailings
 - Medical societies
 - HRSA Health Workforce Connector
 - IPHCA Career Center (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 interviews with selected candidates. These calls should be designed to help you determine if an on-site interview is appropriate.
- ✓ Send recruitment packets to candidates who receive a screening call. The packet should include marketing materials, brochures, clinic information, benefits, etc.
- ✓ Narrow the list of candidates from the screening calls to determine who you want to invite for an on-site interview.
- ✓ Follow up with ALL candidates, regardless if they are moving forward in the interview process.

Create an Effective Site Visit

- ✓ Plan the visit with the candidate if applicable.
- ✓ 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 with appropriate questions and talking points that will help to gauge the candidate's experience and knowledge.
- ✓ Pick the candidate up at the airport or arrange for transportation, 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 messages to candidates who had in-person visits.
- ✓ If they are bringing family, help connect them to local resources such as realtors or schools.

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.

Ongoing Recruitment Activities

- ✓ Send recruitment materials to residency programs quarterly to promote the organization.
- ✓ Ensure recruitment materials are regularly updated.
- ✓ Update NHSC profiles and Health Workforce Connector website job postings as necessary, identifying which staff member will be responsible for this task.
- ✓ Conduct quarterly meetings with the recruitment committee to review needs, time to fill and other tracking measurements. Consider adding UDS data to recruitment and retention data metrics.
- ✓ Utilize your organizations social media platforms for a larger audience and consider regular postings promoting your organization as an employer of choice.

Health Professional Training and Schools

- ✓ Create a list of any schools or training programs your organization has formal relationships with and create a plan to remain in contact with them regularly.
- ✓ Regularly discuss which disciplines of student training your health center is able to train or support.
- ✓ Create a list of schools in your area that train or support youth such as Area Health Education Centers or Illinois Health Occupations Students of America groups and determine how best to outreach.
- ✓ Create a list of disciplines you would like to train in the next 24 months.