

Recruitment Process Planning



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Why Planning is Important

Identifies Responsibilities

Keeps everyone involved focused

Competitive marketplace

Organized organizational effort will result in better success

Mission

- Highlight the Mission in all material
- Discuss your Mission and give examples of your Mission in “action”
- Gather information through the interview process on interviewee’s commitment to the organization’s Mission

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Compensation

Market Studies

- MGMA
- NACHC
- PCA Information
- Other compensation resources

What is included in the Compensation package

- Deferred Compensation
- Signing Bonus
- Provider Incentives etc....

Benefits

- ◉ Table 10 Review
- ◉ What else can be added to table 10
- ◉ Presentation of Benefits package
- ◉ Expected benefits verses unique benefits

Schedules

Types of
Flexibility

Organization's
flexibility

Work - Life
Balance

Provider
Autonomy

Career Path

Professional
Growth and
Development

Students

Continuing
Education on-
site

Faculty
Appointments

Community Plans



Recruitment Team

- ◉ Who is included currently
- ◉ Who should be included
- ◉ Team approach
- ◉ Community members and/or additional staff

Determine Priorities

- Identify greatest need
- Utilize your strategic plan
- Research current and planned vacancies
- Organizational growth

Recruitment Budget

Be proactive in recruiting to lower the cost of recruiting

Take into account all internal costs

Always put only your best into the process – people and material

Recruiting Firms

Recruiting firms need information from you so that they can be successful

Make sure you review all the information that they are providing to candidates

Have someone secret shop

Obtain current wage information from the recruitment firms

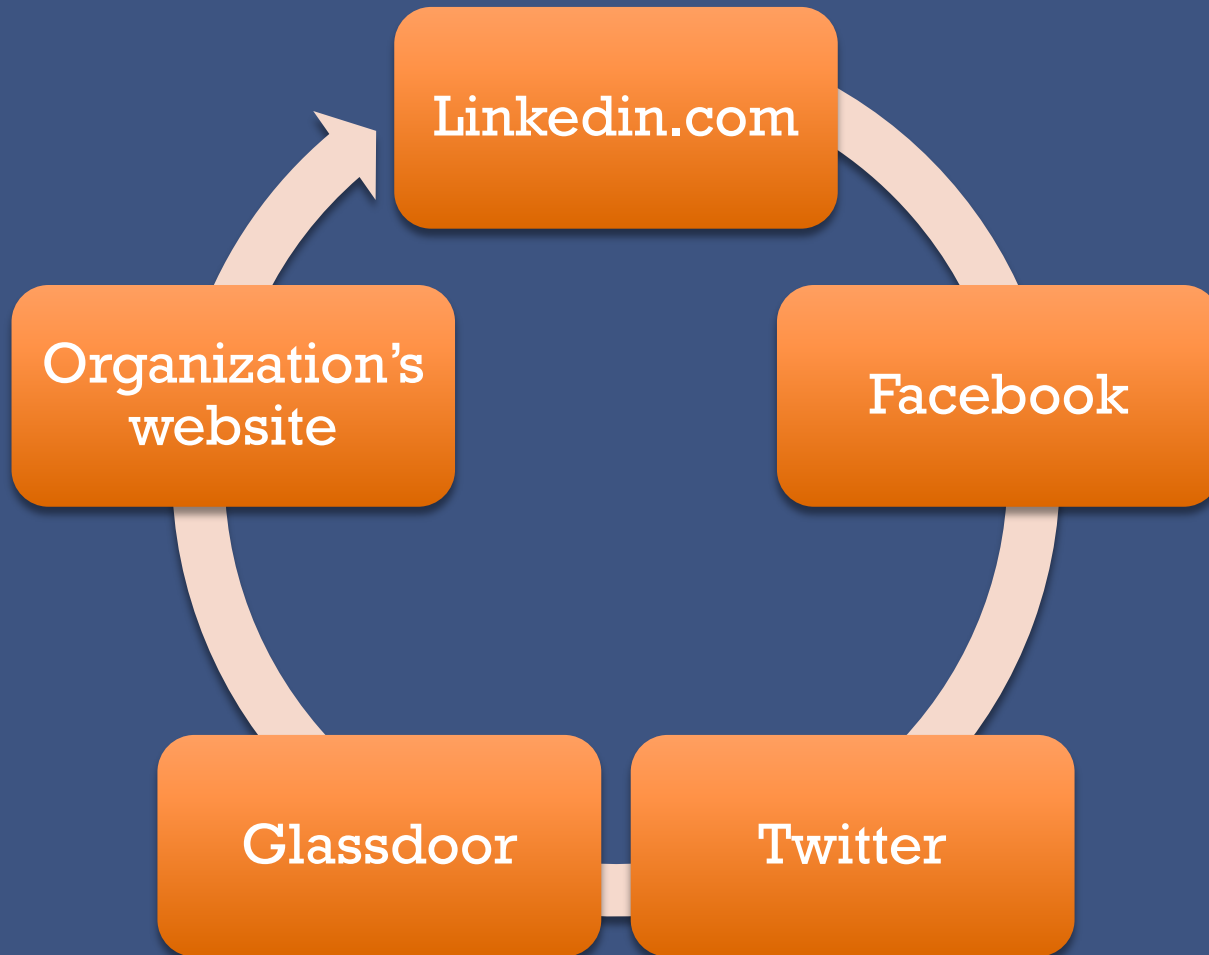
Advertising

Analyze and track what works

Each position may require a different media outlet

All materials should contain the same information

Social Media



Screening Process

- Telephone screening
- In person interview
- Team process
- References and Credentialing process

Site Visit

Identify someone to organize the visit

Make all arrangements and make sure they have all the information regarding their trip many days or weeks prior to the visit

Include the family

Include staff and community

Follow Up

- ◎ #1 Follow up with everyone
- ◎ #2 Follow up within 2-3 days
- ◎ #3 Remember even those you don't hire will become an Ambassador for your organization if treated right!


Contract Negotiation

- Have a template of your standard contract
- Decide what is negotiable
- If it something is negotiable – decide who can negotiate that portion and make everyone aware of who that is. This will avoid different answers from people and avoid the candidate being shuffled around

Onboarding Process

- ◉ Structure the process
- ◉ Include a peer mentor
- ◉ Include organizational expectations
- ◉ Introduce them to everyone internally as well as external community members

Additional Points



National Health
Service Corps

Patient Centered
Medical Home

Residency
Programs

Additional
Resources

Questions and Thank You!

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