



RECRUITMENT BOOTCAMP

SCREENING PROCESS

NOVEMBER 15, 2017

2 P.M. EASTERN

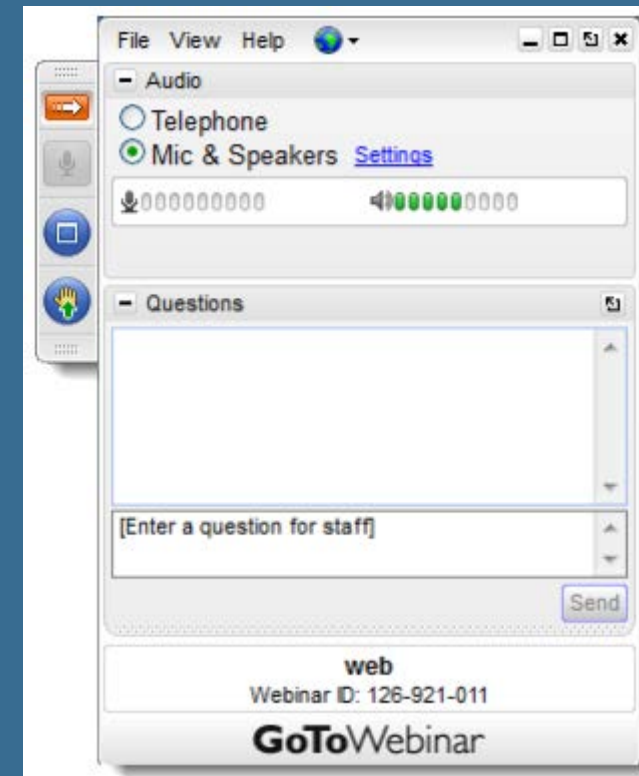
WEBINAR HOUSEKEEPING

We are
Recording

Ask
Questions

Have Fun

- Questions?
 - Raise your hand
 - Use the chat & questions boxes
 - Email mblake@clinicians.org



FACULTY

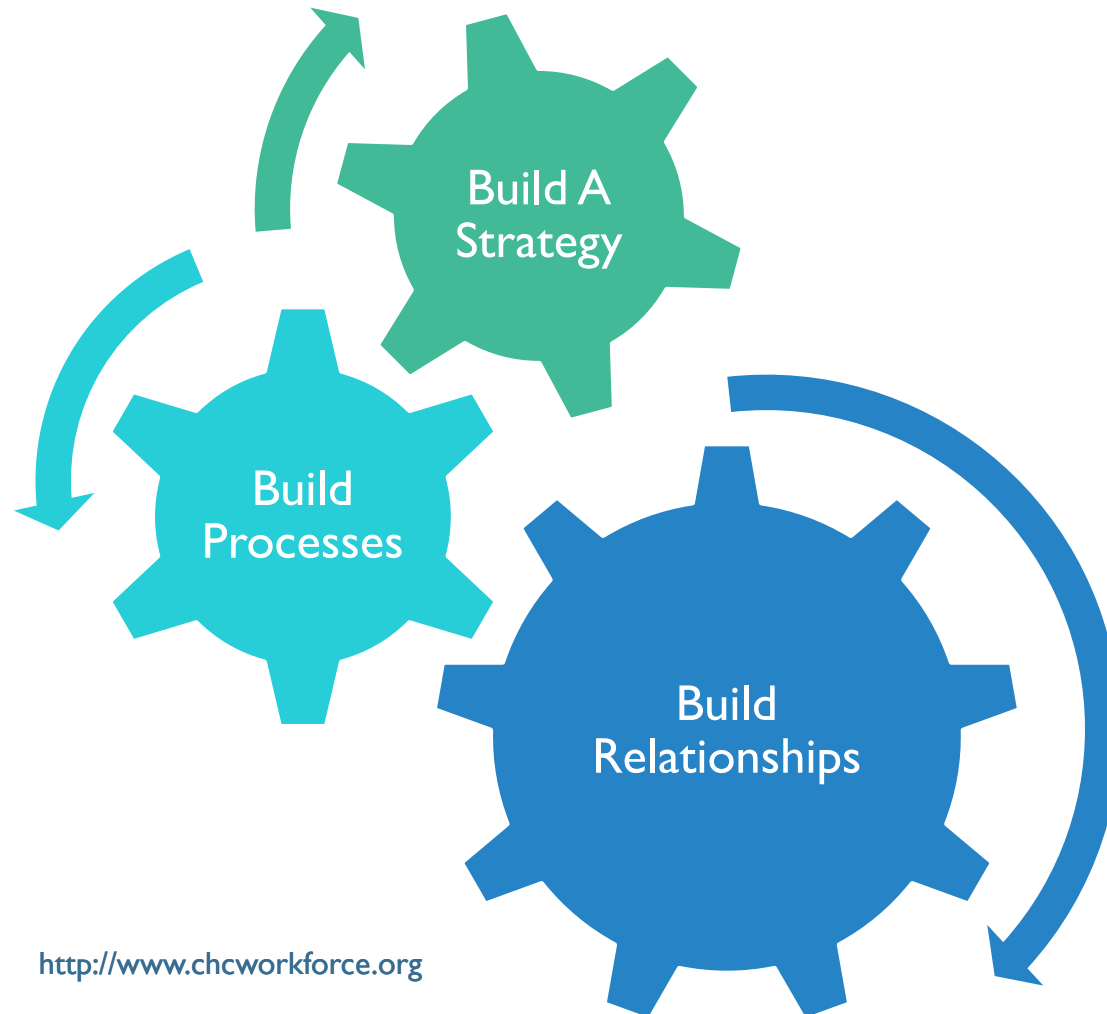
- Allison Abayasekara | aabayasekara@clinicians.org
 - 703-562-8820
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TODAY'S PRESENTER

Suzanne Speer
Director, Workforce
Development



OUR BOOTCAMP GOALS



LAST WEEKS RECAP: ADVERTISING AND SOCIAL MEDIA

The LinkedIn logo, consisting of the lowercase letters "in" in a blue, lowercase, sans-serif font, centered within a light blue circular background.The Facebook logo, consisting of a lowercase "f" in a blue, lowercase, sans-serif font, centered within a light blue circular background.The Google Plus logo, consisting of the letters "G+" in a blue, uppercase, sans-serif font, centered within a light blue circular background.

DISCUSSION BOARD

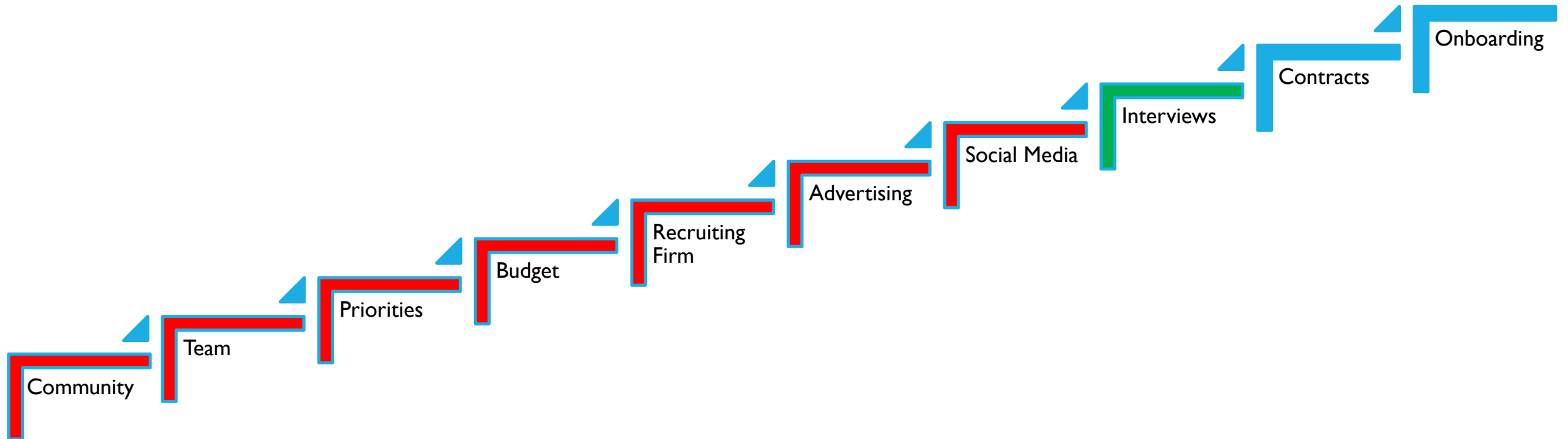
- Select “2017 Recruitment Bootcamp” group
- Select relevant week
- Comment and reply to others!

The screenshot shows the STAR² Center website dashboard. At the top, there are navigation links for RESOURCES, TRAINING, ASSISTANCE, ABOUT US, CONTACT US, and LOG OUT. The STAR² CENTER logo is prominently displayed. Below the navigation is a DASHBOARD section with icons for a calendar, a backpack, a clock, and a coffee cup. A large green arrow labeled "Group 2" points to the "2017 RECRUITMENT BOOTCAMP" button in the DISCUSSION GROUPS section. Other buttons include "DISCUSSION BOARD FEEDBACK". Below this are three main content areas: RESOURCE CENTER (with a book icon), WELCOME (with a house icon), and ONLINE COURSES (with a folder icon). Each area contains a brief description of its content.

TALES FROM THE DISCUSSION BOARD



RECRUITMENT PLANNING PROCESS



TODAYS AGENDA - NOVEMBER 15TH



SCREENING PROCESS

An opportunity to get a first impression of the candidate.

Your chance to make a great first impression.

A way to “weed out” those candidates that do not meet your criteria.

SCREENING PROCESS

- Once you receive the CV of a candidate you are interested in, contact them as soon as possible!
- Don't let the good ones get away!



PREPARING FOR THE PHONE INTERVIEW

- Prepare content ahead of time
 - Overview of health center
 - Questions for candidate
 - Next steps



DURING THE PHONE INTERVIEW

- Describe the health center
- Outline the position
- Ask your predetermined set of questions
- Allow time for the candidate to ask questions
- LISTEN!

FINISHING THE INTERVIEW

- What can the candidate expect next?
- Thank you!



AFTER THE PHONE INTERVIEW

Record Responses

Present Results

Any additional questions?

Is the candidate a good fit?

Schedule on-site interview

NEXT WEEK:

- Assignment
 - Telephone Interview Content
 - Discussion Board Questions
- No Office Hours Next Week
 - Happy Thanksgiving!
 - Get in touch with any questions

NEXT WEBINAR - NOVEMBER 29TH

On-Site Visit, Follow-Up and Contracting

with Ann Hogan

WHAT TO EXPECT



- Faculty Emails – ask any questions you have
 - Webinar recording
 - Assignment & Discussion Board prompts
- You're done for the week!
 - Congrats! You are through Week 9 of Recruitment Bootcamp!



THANK YOU!