



# Hawaii PCA Two-Day R&R Workshop

## Community & Recruitment Teams

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# RECRUITMENT STEPLADDER

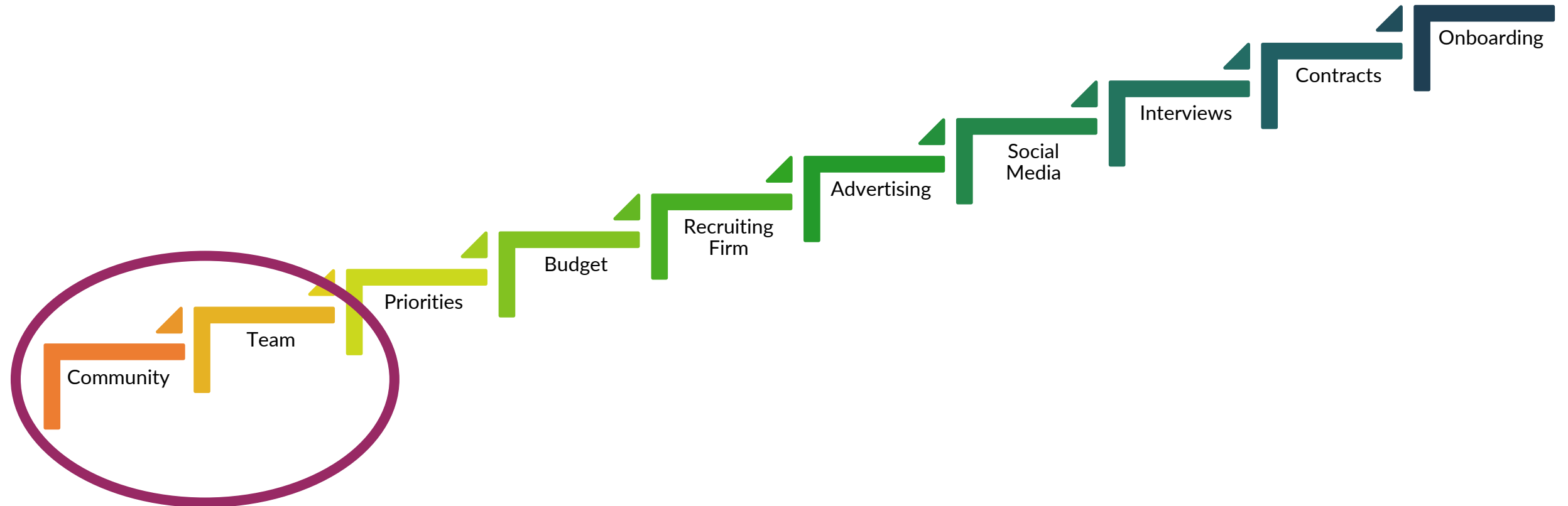
## Key Areas



**ACU**  
ASSOCIATION OF CLINICIANS  
FOR THE UNDERSERVED



**STAR<sup>2</sup>CENTER**  
SOLUTIONS TRAINING AND ASSISTANCE  
FOR RECRUITMENT & RETENTION





**COMMUNITY**

# COMMUNITY RECRUITMENT PLANS



What's  
working  
for you

What's  
working  
against  
you

# COMMUNITY PARTNERS



- Hospitals
- Other providers in the area
- Schools
- Residencies
- State offices

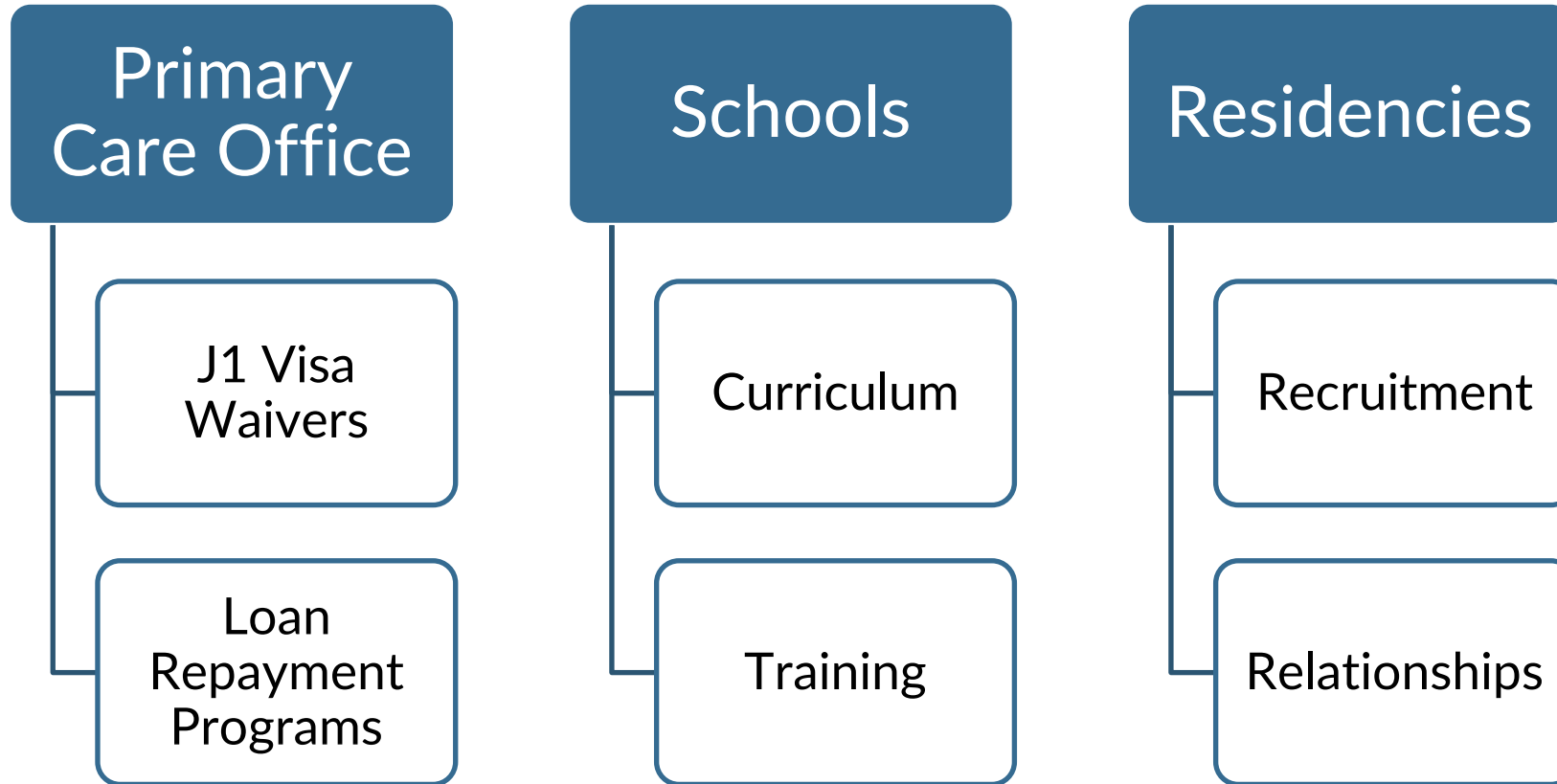


# COMMUNITY PLANS



- Regional planning initiatives
  - Find out about them and get involved
  - Hospitals
  - Other Providers
- Identify opportunities for collaboration
  - Share providers
  - Share recruitment costs

# IDENTIFY COMMUNITY PARTNERS



# DON'T FORGET THE REST OF THE COMMUNITY!



School System

Chamber of  
Commerce

Local  
Economy, e.g.  
real estate

Other  
Nonprofits

- Who else benefits when you successfully recruit a clinician?
- Who else has resources to help you?

# CRAFT YOUR OWN PLAN



Maximize  
what's  
working  
for you

Minimize  
what's  
working  
against you



# RECRUITMENT TEAM

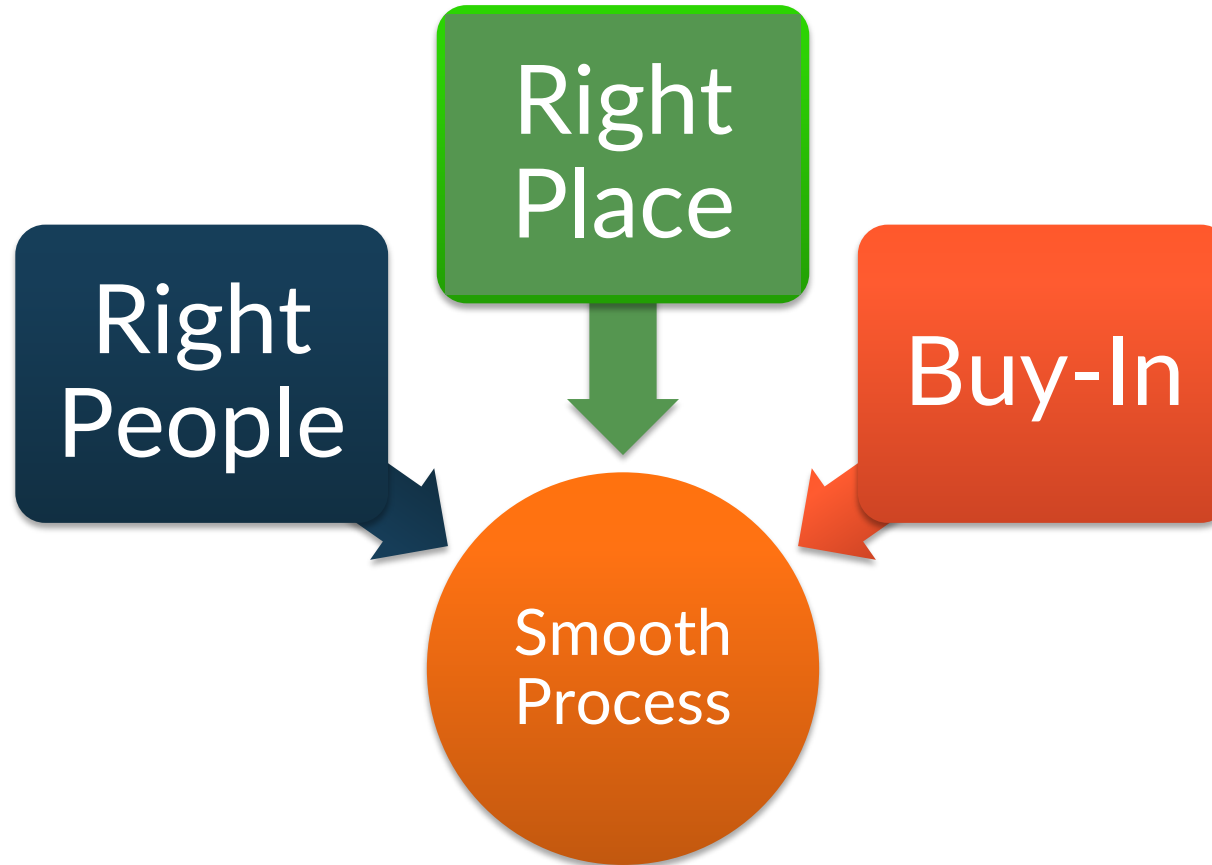
# RECRUITMENT TEAMS



Who is best suited to doing which tasks?

Where are the gaps?

# RECRUITMENT PROCESS



# RECRUITMENT TEAM

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Put team  
together in  
advance

Allow input  
early on

Remember  
team must  
act quickly

# RECRUITMENT TEAM ROLES



Establish clear roles

Establish responsibilities

Availability and Skills

# TYPES OF ROLES



- Defining position
- Working with community partners
- Sourcing candidates
- Screening and interviewing
- Managing internal logistics

Position	Responsibilities
Chief Medical Officer	With CEO define position, Contribute to draft ad, Assist with screening calls, Final interviews, Visit dinner event
Administrator/CEO	With CMO define position, Contribute to draft ad, Assist with screening calls, Final interviews, Visit dinner event
Recruitment Staff (may not have this title, but need to appoint someone in this role)	Coordinate with recruiting firm (if any), Draft final ad and coordinate with media and social media outlets, Screening calls, Coordinate all parts of visit and interviews, Track candidates, Develop and negotiate contracts, Assist with moving arrangements and community connections (schools, partner employment)
Provider Team Members	Input defining position, Contribute to draft ad, Final interviews and visit events as necessary
Clinical Support Staff	Part of site tour and informal interviews during visit
Administrative Staff	Support Recruitment Staff, Potentially part of site tour and informal interviews during visit
Community Member	Potentially part of final interviews, Visit dinner event
Provider Team Spouse	Provide assistance and support to candidate partners/families, Lunch with partner

# CRAFT YOUR OWN TEAM



Match the  
people  
with the  
tasks

Make a  
plan for  
dealing  
with gaps



# It's the "A" Team!

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## Breakout Groups

- 15 minutes for small group discussions
- Select someone to take notes and someone to report out
- Assess your health center's recruitment team
- Use the *Recruitment Team* activity document