


















Recruitment Coordinator

Recruitment Coordinator Functions

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|  Serves as chair/organizer |  Acts as single point of contact |
|  Coordinates all recruitment activities |  Should be employed, not volunteer |
|  Develops marketing and recruitment materials |  Coordinates w/ WRG on potential candidates |
|  Most be a self-motivator and self starter |  Ability to socialize |
|  Possesses positive attitude and personality |  Establishes Recruitment Committee (see below) |
|  Makes initial contact with candidate |  Conducts initial telephone interviews |
|  Verifies background checks and references |  Conducts pre-visit interviews |
|  Ensures On-Call Group is notified if needed |  Coordinates site visits for both |
|  Transports candidate during site visit | candidate and spouse |

Establish a Recruitment Committee:

Recruitment Committee should be broken into 2 distinct groups:

- Primary Group-----Involved in all aspects of recruitment
 - Comprised of:
 - Recruitment Coordinator
 - Hospital/clinic administrators
 - Board members
 - Current providers
- On-call Group-----Involved as services are needed
 - Comprised of:
 - Recruitment coordinator
 - Chamber of Commerce member
 - Clergy
 - Employers – large and small
 - Long-term care facility managers
 - Pharmacist/ other health care providers
 - Banker
 - Child care facility or individual
 - Education representative
 - Lodging facility owner/manager
 - Patients
 - Real estate agent

The role of the Recruitment Committee is to:

- Represent and sell the community to prospective candidates
- Oversee the recruitment process from initial contact to contract signing
- Develop and initiate a retention plan

Recruit For Retention

Recruitment coordinator is responsible for providing a full description of the practice opportunity and community to include:

- Composition of providers
- County size and patient population
- Assets of community
- History of practice
- Hospital and other health care facilities
- Demographics of area
- Philosophy of current providers
- Type of procedures performed

Recruitment Coordinator is responsible for visit as well as pre and post planning:

Pre-visit planning

- Involve both the candidate and spouse in planning itinerary and setting dates,
- Be sure you address the needs of spouse,
- Be clear on who pays for what,
- Arrange logistics: transportation , rental car, lodging, any necessary child care.
- Mail itinerary to candidate and confirm by phone or e-mail,
- Follow up with individuals participating in site visit, good idea for them to have a copy of itinerary,
- Confirm arrangements two days prior to visit,
- Have real estate agent available,
- Be sure that if you have discussed any special concerns or needs that these needs are met

Forming a Reception Committee

- Develop an agenda. Assign roles to specific individuals discuss the “message” you want to convey.
- Appoint individual responsible for discussing contractual issues and compensation package.
- Make sure everyone is clear on their roles and responsibilities.

Coordinating the tour

- Be or have a specific contact person for each phase of the tour:
 - Community,
 - Schools,
 - Personal areas of interest to candidate and/or family
 - Practice facility/hospital,
 - Other health care facilities,)
- Send candidate away with a verbal or written offer or sample contract if interested
- Set specific time for follow up to determine their interest in your opportunity and community

Washington Recruitment Group

Working to

Match the Right Practitioner with the Right Practice