Recruiting Chart

Establish Recruitment Needs

Needs should be based on business goals

What hours are required to meet your practice needs

Review and update job description as need

Be clear about the skills the candidate will need and what competencies they should have

What is the employee status: full-time, part-time, etc.

Determine what qualifications are required such as licensures, etc.

What benefits will be offered?
What is the payscale

Create a paragraph about your practice and why a candidate would want to work for you

Determine who the primary contact is for replies

Determine a budget, where ad will be placed and for how long

Create and Post the Ad

Create your ad using the information you establish under recruitment needs

Inform staff members that you are placing an ad for this position

Have the ad reviewed by staff members currently in the same position

Post the ad and track results

Create a career page on your website, facebook and other social media

Establish an Employee Referral Program

Create a benefits flyer to distribute to candidates

Resume Review

Complete the resume review checklist on each candidate.

Divide the resumes into two piles:
Looks promising
Unacceptable

Send regret letters to the unacceptable pile

Contact the "Looks promising" candidate and schedule a pre-screening interview

Send candidates the job description

Interview Process

Conduct pre-screening interview and score each candidate.

Schedule Formal Interview for acceptable candidates and send regret letters to unacceptable.

Conduct formal interview and score each candidate. Send regret letters for unacceptable.

Invite acceptable candidates to participate in an observational interview

Create an observational interview agenda and prepare release form

Inform team members of interview and provide them with the agenda, objectives and observational review document

Have candidate sign the observational release form and background check/drug screening form

Participate in the observational interview process - receive feedback from team members and score each candidate

Perform reference check on acceptable candidates and sent regret letter to unacceptable

You found your next team member

Create:
Offer Letter
Compensation Statement
Employment Contract

Send candidate the offer letter, compensation statement, employment contract and benefits flyer

Perform background check and drug screening

Once offer letter is signed and successful background check/drug screen is completed, inform team members of the new hire

Contact your new team member with new employee information

Schedule a team luncheon on the new team members first day and assign the new team member a mentor

Schedule a meeting with all of the mentors/trainers and explain expectations and how the training will proceed with deadlines

Proceed to follow the First 90 days protocols