**RECRUITMENT STRATEGIES**

**Purpose:** To improve the hiring process in order to lower costs and lessen the burden of turnover, inconsistent staffing, and quality concerns.

|  |  |  |
| --- | --- | --- |
| # | **Question** | **Answer** |
| 1. | Have you formed an interdisciplinary team to be involved in recruitment? |  |
| 2. | Have all team members been oriented to the process to include policies and procedures, job descriptions, screening and interview protocols, staffing needs, etc.? |  |
| 3. | Does the team have a schedule for the upcoming year to ensure that all involved stay informed and up to date? |  |
| 4. | Has the team clarified expectations, compensation, and time issues for members? |  |
| 5. | Has the team developed the definition of an “ideal candidate”? |  |
| 6. | Has the team determined baseline hiring requirements? |  |
| 7. | Does the team have an understanding of qualifications required for all candidates? |  |
| 8. | Has the team agreed upon job descriptions for each discipline? |  |
| 9. | Has the team identified the positive elements of each job? |  |
| 10. | Has the team decided what type of advertising for potential hires works the best? |  |
| 11. | Are you considering different populations for hire? |  |
| 12. | Do you know what agencies and organizations are in your community that may have potential recruits? |  |
| 13. | Does the team know about local, state, and federal workforce developments that can help? |  |
| 14. | Have you sent letters to area agencies, schools, etc. asking to provide lunch and speak about facility job opportunities? |  |
| 15. | Have you identified websites on which the facility could list job opportunities? |  |
| 16. | Are you offering current employees incentives to recruit new employees? |  |
| 17. | Have you developed flyers, ads, etc. for recruitment in the community, media or with partners? |  |
| 18. | Are you building relationships with local partners? |  |
| # | **Question** | **Answer** |
| 19. | Have you inquired about submitting articles to local newspapers about your facility? |  |
| 20. | Has your team taken time to speak with current staff about why they chose employment at your facility? |  |
| 21. | Are you evaluating what you are currently doing to identify what does and does not work? |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**\***FOR QA PUPOSES ONLY

Person Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_