

RN Recruitment Action Plan

Determine Compensation Range	Advertising/ Recruitment	Screening	Interviewing	Selection	Hiring
Practice name					
Date & time		Location		Minute-taker	
Attending			Absent		
Decision or action required:			Individual(s) responsible for follow-up		Date of completion
Preparation					
COMPENSATION					
Set RN salary range (includes compensation package as applicable) for practice <ul style="list-style-type: none"> • Review RN salary overview document 					
ADVERTISING/RECRUITMENT					
<ul style="list-style-type: none"> • Review sample RN ad content • Create ad • Decide where and how to advertise <ul style="list-style-type: none"> – Cost (paper vs. web etc.) – Sources: BC Nurse or Canadian RN, HealthMatch BC, universities, etc. • Decide timing and duration of advertising <ul style="list-style-type: none"> – Timeline (start advertising 2 months in advance or more if able) • Contact advertising agent and post position 					
SCREENING					
Screen applications <ul style="list-style-type: none"> • Review resumés for match with job description qualifications • Review resumés for layout, spelling errors • Consider any non-RN related experience that may be an asset • Consider a brief telephone conversation to verify communication skills 					
INTERVIEWING					
Define interview process <ul style="list-style-type: none"> • Determine interview panel and process • Review and select interview questions • Review and select reference check questions 					

<p>Interview logistics and execution</p> <ul style="list-style-type: none"> • Contact candidates and set up interview times • Arrange space and block time for interview panel (include time for interview debrief) • Interview panel conducts interviews – aim to have two interviewers, preferably a gender mix 		
SELECTION		
<p>Select candidate(s) for reference checks</p> <ul style="list-style-type: none"> • Conduct reference checks and discuss • Reconvene the selection committee and vote • If there is no decision, consider second round of interviews with the same candidate pool or start a new search • Consider “working interviews” for a half day with pay as an option, to confirm suitability 		
HIRING		
Job offer and compensation negotiation		
Sign work agreement and determine start date		
Internal communication and announcement		