RURALHEALTHWORKSHOP

Postworkshop Learning Session: 3RNet Training





Speaker

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Building a Foundation of Your Recruitment Efforts: Process, Team and Action Steps



The Nation's Most Trusted Resource for Health Professionals Seeking Careers in Rural and Underserved Communities.

About **3RNET**

3RNET is the nation's most trusted resource for health professionals seeking careers in rural and underserved communities.

Powered by the National Rural Recruitment and Retention Network since 1995.

How 3RNET Connects Communities & Health Professional Job Seekers





FOR PROFESSIONALS FOR EMPLOYERS

The Nation's Most Trusted Resource for Health Professionals Seeking Careers in Rural and Underserved Communities.

Powered by the National Rural Recruitment and Retention Network

Access & Safety Net Support



- Community Health Centers
- Critical Access Hospitals
- Rural Health Clinics
- Indian Health Service
- Tribal Health
- Veterans Affairs

Unique Jobs in Unique Places

- Dozens of professions & specialties
- In some of the most unique & beautiful places across the nation.



Is this your current recruitment strategy?

FIND REPLACE HIRE TRAIN & 1 don't we Verruit Nho stay? Why

Core Beliefs of Recruiting *for* Retention



Process and Teamwork are Key



Competition is fierce, communication should be candidate driven



Recruitment is both a science and an art



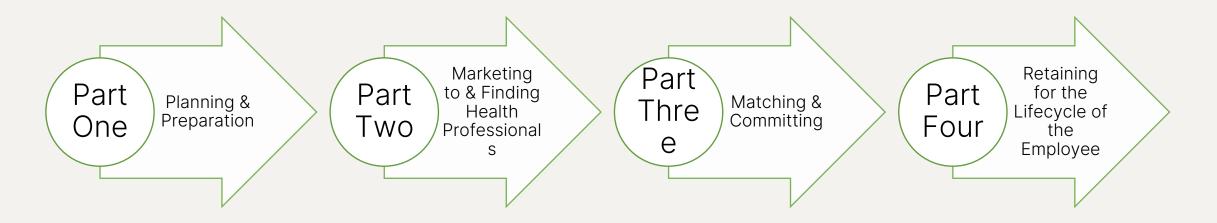
People and Tools Exist to help



New Normal: These still hold true!



Four Parts to the Process





R4R Plan Action Steps

Part I Planning and Preparation

- Assessing the Need
- Forming a Recruitment Team
- Define Your Opportunity
- Developing a Recruitment and Retention Budget

Part II Marketing to and Finding Candidates

- Conducting a virtual self assessment
- Writing an Effective Job Ad
- Using Social Media
- Where to Source
- Free/Low-Cost Resources

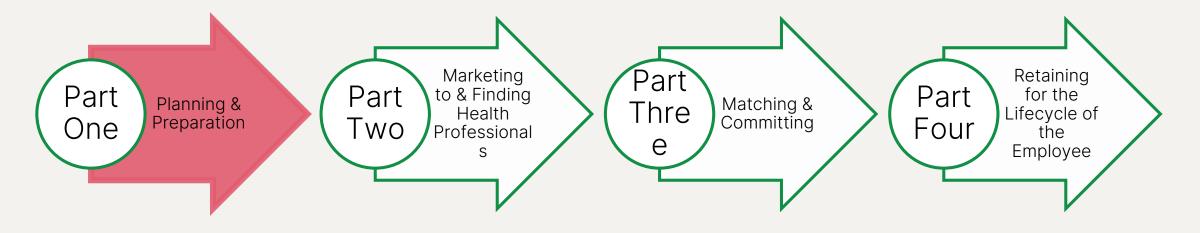
Part III Matching and Committing

- Types of Interviewing
- Brining them face to face
- Negotiations

Part IV Retaining for the Lifecycle of the Employee

- Onboarding
- Engagement Surveys
- Stay Interviews
- Work/Life Balance
- Succession Planning
- Compensation Surveys
- Total Compensation Statements
- Communication

Four Parts to the Process





Part One: Planning and Prep



• Recruit the right position for you



Build your Recruitment Team

- It's more than a one-person job
- Look beyond the employer

Define Your Opportunity



- Discover your Unique Selling Points
- Community, compensation, staff, culture and facilities



Create a Budget

• Know what it will cost you to recruit



National Observations

- Thinking recruitment and retention are only HR's role.
 - Create recruitment and retention committee
 - Identify key team members for action items in the R&R process-Marketing is playing a big role in R&R efforts
 - Look beyond your facility for your team
 - Realtor
 - Board members
 - Civic leaders



Form a Recruitment

- Teans ir recruitment team beyond your community, include members of your community
 - Principles of the school
 - Local community people-bankers, real estate agents, Chamber of Commerce. Board Members or other charities
- No matter what the size of your organization this needs to be thought out and roles assigned
- Some members may wear more the one hat in the process, but it is a team effort
- Your efforts will be hard pressed to succeed if you skip this step!



Recruitment Team Action Plan

Reference 1.1 3RNET's Recruiting for Retentic. Part One

Powered by the National Rural Recruitment and Retention Network

Our Team Action Plan - Planning & Prep

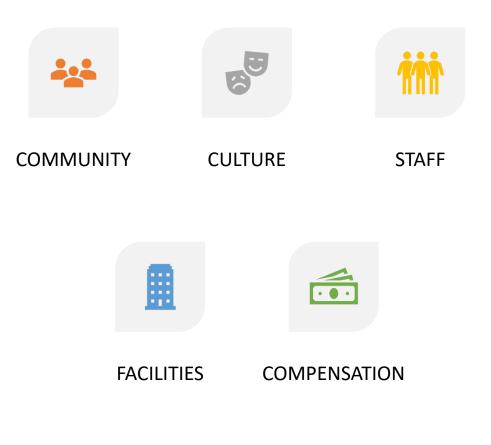
Assess the Need	Lead	Date
Conduct gap analysis		
Review job descriptions		
Analyze skills gaps		
Performance reviews		
Review turnover, retirement, promotions		
Analyze new hire/manpower		
Define future goals		
		-
Recruitment Team		
Recruiter		
Human Resources Partner		
 Candidate Interviewer(s) 		
Spouse/Partner Recruiter		
Marketing Specialist		
Contract Negotiator		
Community Partners		
Unique Selling Points		
Identify USPs in five categories		
Budget		
Create and maintain a recruitment budget		
 Create and maintain a retention budget 		

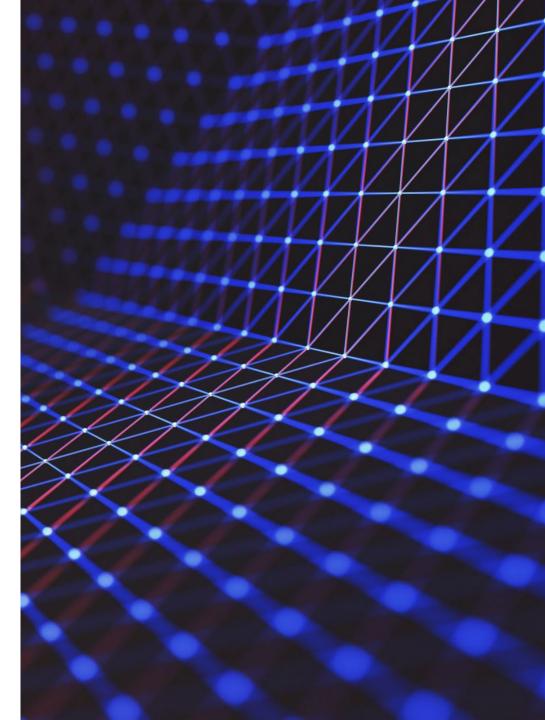
Assigning Roles

Define Your Opportunity

- Set your opportunity apart by using Unique Selling Points(USP)
- The USPs will be used in a number of different areas within your recruitment process: job ads, interview questions, on site visits, social media and any additional marketing.
- A fully defined opportunity will
 - Help you understand your strengths and challenges
 - Help you define your ideal candidate
 - Help candidates better understand whether your opportunity is right for them

Define Your Opportunity





Does your community do some things better than others?



Why do you work there?



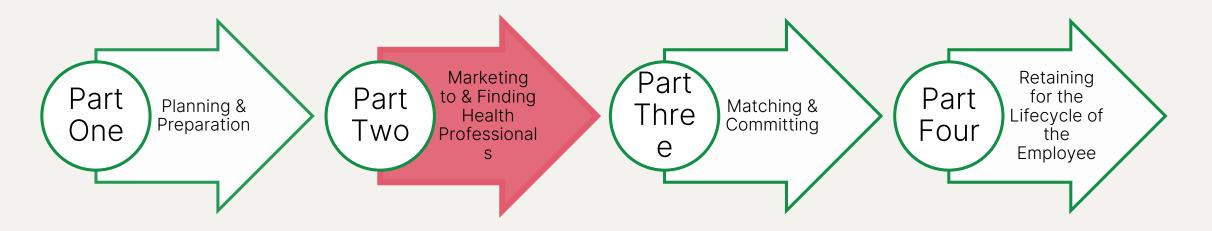
Is money the most important thing?

National Observations

- Compensation concerns
 - Perception that safety net facilities aren't fiscally stable
 - Pay isn't comparable to competitors
 - Paying employees market value
 - Pay isn't the most important thing



Four Parts to the Process





Marketing To & Finding Health Professionals

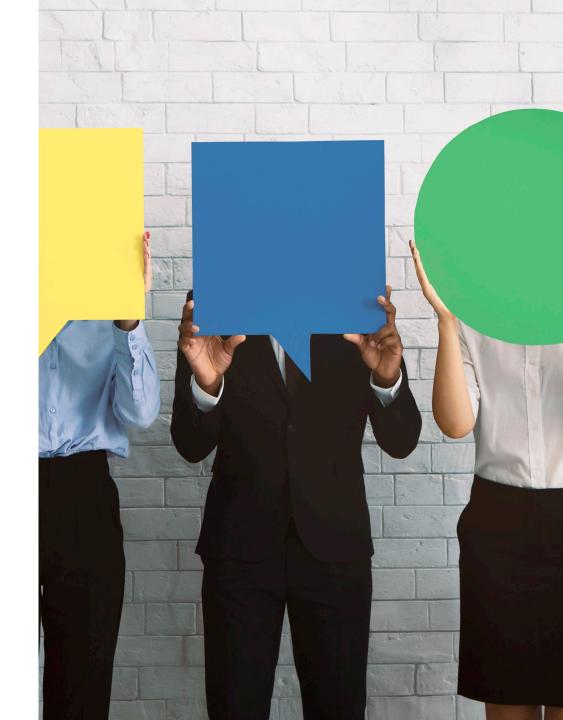
- Conduct a Virtual Self Assessment
 - Website, job postings, application process
- Write Effective Job Ads
 - Not using a job description, writing candidatefocused job ads
- Using Social Media
 - Social media presence, effective strategies
- Where to Source
 - Job boards, employee referrals, virtual job fairs, pipeline
- Free & Low-Cost Resources



Do different candidates want different things in a job?

A. Yes

B. No



So, is it possible to strategically target candidates based on our strengths?

- A. Yes
- B. No
- C. This sounds complicated. I'm happy with anyone.



How do we market for employee?





What factors make ourselves stand out from our competitors?



National Observations

- Job ads <u>NOT</u> job descriptions
 - Need to market your opportunity
 - VIRTUAL HANDSHAKE
 - Candidate-focused wording
 - Leverage social media
 - Links: websites, videos, testimonial videos from current staff
 - Photos: Your people (testimonials), facilities, surroundings
 - Maps and attractions



The Most Important Thing to Remember

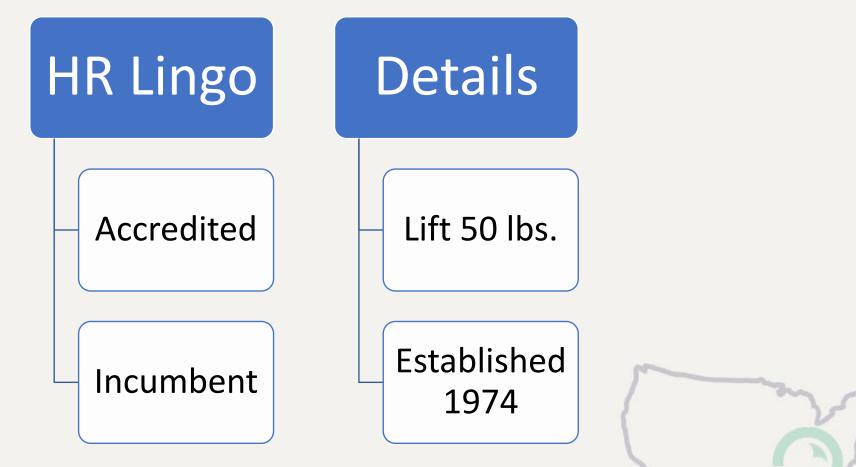
People buy products for their own reasons, not yours (and you are selling a product)



You only want one thing in a Job Ad

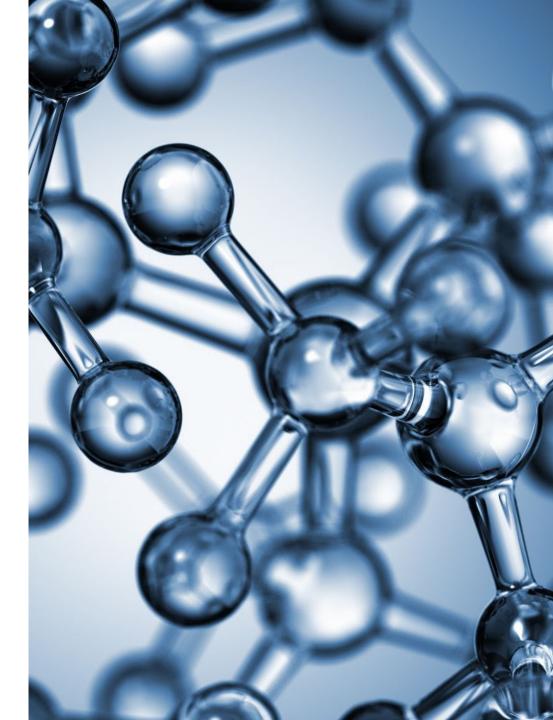
What matters to a candidate!!

What You DON'T Need in a Job Ad



Answer These Candidate Questions

Belonging	Am I the kind of person you're looking for	
	Acceptance	
Fulfillment	Will I be content	
	Engagement	
Esteem	Will I be respected	
	Employer of Choice	
Prosperity	Will I thrive	
	Employer of Choice	



What's YOUR competitive advantage:

- Belonging: Your Story, Employees' Stories, Teamwork. *We're looking for a motivated, mission-driven nurse who is looking to be a part of our growth, as well as their own.*
- Fulfillment: Quality Care, Clinical Autonomy, Making a Difference. We see patients from pre-birth on up. We pride ourselves on our ability to provide healthcare for all aspects of our patient's health and wellbeing.
- Esteem: Leadership, Opportunities to Teach, Employer of Choice. Our team is just that: a team. We thrive around our culture or respecting a team-based approach to care.
- Prosperity: Loan repayment, competitive pay, Compensation Package. Our culture emphasizes our team members health and well being as much as our patients'.

Writing a Good Ad: Make it Visual











Links to Website and others Links to Simple Videos *Idea: Testimonial video from staff Photos-People, Facilities, Maps and Attractions Mobile Friendly

XYZ Community Health Center, Philadelphia – Family Nurse Practitioner

XYZ Community Health Center a nurse managed organization is seeking a Family Nurse Practitioner to assume the role of the Primary Care Site Director for its Health Annex Center in Philadelphia, PA. The Primary Care Site Director is an integral part of the clinical team and is expected to uphold the health center mission by assuring that all patients receive health care that is competent, caring, and cost-effective. This position includes but not limited to supervising and coordinating the day-to-day clinical operations of the primary care department, clinical oversight and managerial duties. In addition, this position performs

clinical duties as well.

Duties include but not limited to:

Clinical Oversight:

Assurance that clinical setting is functional and equipped for daily patient care.

Work with clinical staff (including Front Desk, Medical Assistants, and Nursing, Nurse Practitioners) to maintain or exceed expected weekly / monthly productivity. Assure monthly stats are done.

Ongoing monitoring and adjustment of processes responsible for smooth and effective patient flow.

Oversee Medical Assistant functions including: ordering medical supplies, vaccines, inventory, clinical office needs, and daily patient flow.

Work with Administrative Director and Director of Primary Care Services to cover unexpected clinical absences. Assist with coverage issues as needed. Direct responsibility for daily NP coverage.

Oversee on-site Nursing and Nurse Practitioner practice (e.g. Sharing new clinical policies / procedures, chart reviews as needed for audits, patient care issues).

Facilitate and assist in running clinical staff meetings with focus on primary care team issues and functioning.

Encourage and promote teamwork. Nurture individual team member's strengths and abilities. Work with Medical Assistants and nursing staff daily to problem solve clinical issues. Report staff deficiencies to Director of Primary Care Services and Administrative Director. Routine supervision meetings, at least twice a month, with both Directors to facilitate smooth communication and promote excellence in patient care services offered on-site.

Resource and liaison for other members of healthcare team.... Behavioral Health, Outreach, etc.

Managerial duties:

Collaborate with Director of Primary Care Services and Administrative Director regarding clinical supervision of clinical staff. Ability to request meetings with both Directors and clinical staff as needed to address deficiencies/complaints or clinical concerns.

Report clinical deficiencies to Director of Primary Care Services.

Input into disciplinary action regarding clinical staff. Initiate process when indicated. Consistent and timely documentation and communication of problems regarding primary care staff.

Sign time sheets for nursing and NP staff.

Assist with MA, front desk performance reviews in collaboration with Administrative Director. Perform annual performance review of RN in collaboration with Director of Primary Care

of Primary Care and Administrative Director.

Additional responsibilities are assigned.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

5+ years as a Nurse Practitioner / Demonstration of Clinical Management

Master's degree. Graduate from an accredited nurse practitioner program.

Current CRNP licenses from the Commonwealth of Pennsylvania.

Current nationally recognized advanced practice certification or in progress.

At least 2+ years supervising a clinical team which includes Nurse Practitioners, RNs, Medical Assistants, and administration staff

Great organizational skills and able to meet deadlines

XYZ Community Health Center is a network of community health centers providing comprehensive primary care, dental and behavioral health services. The Network consists of four health centers in Philadelphia; a convenient care clinic in Philadelphia; and one health center in <u>Anytown</u>, PA. Today the Network serves more than 20,000 patients annually and is an NCQA certified Patient-Centered Medical Home.

The Network's mission is to provide person-centered, integrated and comprehensive health services to individuals and families across their lifespan. The Network promotes resiliency and well-being among patients, staff and surrounding communities. Network services are targeted to the surrounding communities and the advisory committee that guides services primarily consists of people from the communities served.

XYZ Community Health Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, gender identity, sexual orientation, national origin, genetic information, and veteran or disability status.

What not to write...

This might work better...

• XYZ Community Health Center, Philadelphia, is seeking a Family Medicine Nurse Practitioner with the passion and skills to deliver high quality healthcare. XYZ has been providing primary healthcare to residents of Philadelphia since 1973 when it was started in a storefront by community organizers. Today, you will join a healthcare organization and a staff of almost 50 practitioners at seven locations, delivering primary medical, dental and behavioral health care to more than 50,000 patients. Watch our video about <u>why nurse</u> <u>practitioners choose to work at XYZ</u>.

- We have high expectations for you as one of our nurse practitioners. We need you to:
 - Function as a key member of the healthcare team, often in a leadership role
 - Provide high quality care that meets specific clinical metrics
 - Serve as a mentor to team members and, if you desire, preceptor to nurse practitioner students
 - Give critical feedback and insights to help XYZ constantly improve

• You should also have high expectations for XYZ as an employer. Our nurse practitioners enjoy the clinical autonomy to practice at the top of their licenses, and you will too. Every day, you should leave XYZ knowing that you have made a positive difference.

• XYZ is a registered site for the National Health Service Corps and the <u>Pennsylvania state</u> <u>loan repayment program</u>, giving you the opportunity to apply for \$50,000 or more in loan repayment. We offer a salary that meets market values for the Philadelphia area and is based on experience. XYZ also provides \$2,000 per year in continuing education and professional dues compensation, and your liability insurance will be covered under the Federal Tort Claims Act (FTCA).

• <u>Philadelphia is a vibrant urban center</u> with a relatively low cost of living and many cultural and entertainment opportunities. This historic city, home to the nation's first hospital and some of the best universities, is only an hour and a half from beaches, mountains and farmland.

• If we sound like the kind of dynamic, caring organization that meets your requirements, please send your CV to...



Or Even Better...

• <u>XYZ Community Health Center</u>, founded in <u>Philadelphia</u> 1973, is seeking a Family Medicine Nurse Practitioner with the passion and skills to deliver high quality healthcare. Join a staff of almost 50 practitioners at seven locations, delivering primary medical, dental and behavioral care to more than 50,000 patients.

• Watch our video about <u>why nurse practitioners choose to</u> <u>work at XYZ</u>. We want to talk to you if you can: lead healthcare teams; provide high quality care; mentor team members; and help XYZ constantly improve. You'll enjoy the clinical autonomy to practice at the top of your license and make a positive difference every day.

• We offer a salary that meets market values for the Philadelphia area plus continuing education and professional dues compensation. Liability insurance covered under the Federal Tort Claims Act (FTCA). National Health Service Corps and <u>Pennsylvania state</u> loan repayment programs are possible. Interested in this dynamic, caring organization? Send your CV to...

Or EVEN Even Better...

- Job Pitch: Reception/Check In
 - As our Check In Person, you will use EPIC, to check in patients that will get their medical needs met. Every day we'll rely on you to multitask priorities while managing the flow of incoming patients. To thrive in this role, you should have an interest in creating a career in helping people get the medical treatment they need. We'll teach you everything else you need to know. To Apply: bit.ly/xysi190



Audit job posting to be Inclusive

 \circ Clarity

- No buzzwords like Top Talent, Self-starter, Fast Paced, just daily activities or experiences
- Shorter is better (250 words), keep it to a Social Media Post
- Our attention span is shorter and more than likely your posting will be viewed on a mobile device
- \circ No Guessing
 - Job titles are confusing and very employer specific
 - Try Googling Office Assistant (4500 hits) and Administrative Assistant (80,000 hits), even if you use Office Assistant internally when writing your posting use the more common title because that is the title that candidates will be searching for.

o **Tone**

- Write for people not about the work
- Break up sentence length
- Sounds like a conversation
- Tip: Use voice to text

Delete Bias in your job posting- 100-year-old traditions can equal 100-year-old bias

• Years of Experience

- The number of years can be misleading, for example, a CEO of a small company, which has an annual budget of \$300K and has been in that role for 9 years vs. CEO of a company with \$50 million annual budget and 3 years of experience, if you listed minimum five years of experience you may lose out on qualified talent.
- It the type of experience not necessarily the years of it.
- Qualify don't Quantify.
- No Bulleted List
 - Bullet list can be seen as a barrier to those don't have the privilege of college education or experience.
 To expand you candidate pool and to keep from deleting hope focus on a job pitch instead.
 - For Example:
 - As our (Job Title), you will help_____ so they can_____.
 - Every day you will....
 - To thrive you must...
 - Remember Job Pitch

Delete Bias in your job posting- 100-year-old traditions can equal 100-year-old bias

• Watch for gendered language

• Do include money, but don't include benefits

- You can include salary ranges on the posting but be sure to explain them, "Salary starts at \$X and goes up to \$X, the person who gets the upper end of the range will have supervised # of people."
- Unless there is something extremely unique about benefits, you can you save that space for more on the daily activities. Most benefits are in the same ballpark.

• College Education

- In some cases, a college education is necessary, but for those positions it isn't a college education can be seen as a privilege.
- Instead, for those roles that it isn't necessary, focus on what success looks like in the role. Skills + Qualifications =" Here's what success will look like..."

•Degree Requirements = "To thrive in this role, you've...."

POLL QUESTION

Where/when does a potential employee have their initial perception of your community? A. Driving into town B. Postcards you send as part of your recruitment process C. Searching online



Your Virtual Handshake

Websites



Consider as a recruitment tool

Info on/from providers & customers Employee testimonials List out all job openings How many clicks to find Careers



Include information about community



Easy of use/mobile friendly



Websites

- Application Process
 - What barriers exist?
 - How cumbersome is the application process
 - Is it easy to complete on a mobile device?
 - How is the job posting?
 - What call to action to apply?



Google

- Google Yourself(your company)
 - What comes up?
 - Have you claimed your site on Google?
 - How do address negative reviews?
 - What comes up about your community?
 - What links can you include on your website or job ad?

Tackle Social Media

What We Use:

• Facebook, Twitter, Linked In

What We Share:

- Blog Posts, Job Postings
- Events
- Resources from Partners (ex. 3RNet, NHSC)
- Reuse, recycle, revamp, expand, etc.!



What We See Employers Sharing



Reviews

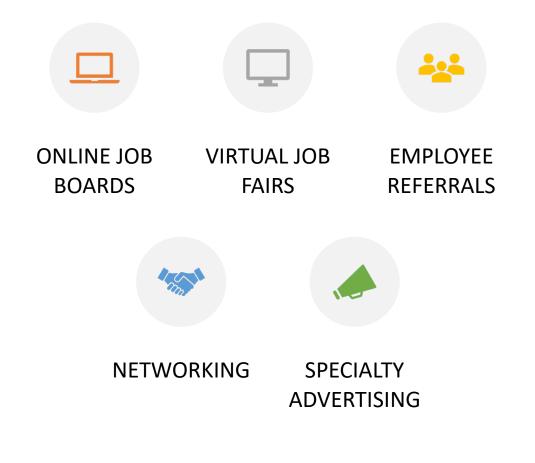
Trends

Cheat!

- We use bitly.com & buffer.com to look like we have a "team of tweeters" behind us!
- We use a master spreadsheet to organize content and make it easy to reuse and/or revamp.



What is working today?





Job Boards

- Job boards examples:
 - Practice Link, Practice Match, HealtheCareers
 - CareerMD, MDJobsite, 3RNet, NHSC
 - Indeed, Monster



Posting Jobs on **3RNET**

- Get Approved as an Employer
 - <a>www.3RNET.org/For-Employers
 - No cost to apply
- Start Posting
 - Can post any number of jobs (clinical and non-clinical)
 - Email sent to interested job seekers when your jobs are added
 - Referrals made to you weekly by your 3RNET Network Coordinator
 - Job posting is MUCH easier with new website!
- Share & Inspire
 - <u>3RNET.org/First-Next-Forever</u>



DEI Ideas-Recruiting

- Diversity Working
- Hire Autism
- Recruit Disability
- Ask for diverse referrals
- Highlight Diversity in job ads
- Hold diverse interview panels for job candidates
- Teach recruiters how to avoid bias
 - Experience instead of Education
 - Day to day job instead of bullets

Virtual Job Fairs

- Virtual Job Fairs
 - Participate in "dress rehearsals" if given the opportunity with the vendor
 - If visiting residency programs virtual see if you can still provide food, i.e. food truck
 - Use a Zoom call as backup if the platform goes down
 - Use a Zoom call to "coordinate" with those staffing your job fair
 - Have information readily available to cut and paste in chat about the job opportunity

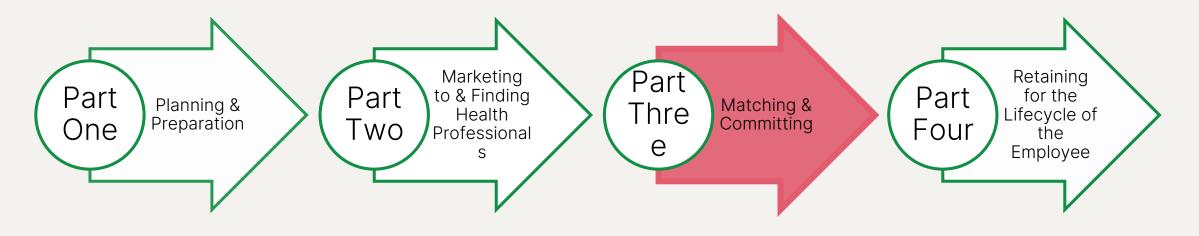




Employee Referrals

- Some tips for creating an Employee Referral Program include:
 - Offer a Referral Bonus. The set dollar amount can vary by a number of factors from job type to financial consideration.
 - Ensure the rules are defined and simple. Outline how the employee can offer a referral and the terms that need to be accomplished to receive the payment.
 - Make sure the referring employee knows there aren't any negative consequences if it doesn't work out.
 - Create a working environment that naturally encourages employee referrals. .
 - Leverage social media. One of the main ways employees will contact potential job applicants will be through social media.

Four Parts to the Process





Matching & Committing

- Interviewing
 - Behavior based, team, process, spouse/partner/family
- Bringing them Face-to-Face
 - In person, virtual
- Negotiations
 - Who, how, letter of intent/contract





New Normal Interviewing

- You will most likely be conducting Virtual Interviews
- Establish your preferred virtual meeting format.
- Establish Communication Preferences
- Prepare your staff and candidates for the virtual interview
 - Test Tech, offer Tip Guide
 - Minimum distractions
 - Set Expectations
 - Remember Generational Differences in Virtual Interviewing
- Preparation is key
- PRO: Can schedule many more interviews less time!



Job Seeker's Perspective

- Questions the job seeker would like to have answered:
 - Did you like the culture of the practice and the people you met? Can you see yourself enjoying working with them?
 - Do you see yourself being excited and challenged in the role?
 - Did you get a chance to see the community? What was your experience like?
 - Did you have any concerns (practice or community)?
 - What are the next steps?
- How do your questions answer theirs?

Multiple approaches for interviewing

- Behavior-based interview questions high value but not always providing a full 'picture' of whether the candidate fits your need
- Data gathering/fact finding does the candidate meet your minimum requirements, do you meet candidate's minimum requirements, etc.
- Open-ended questions opportunity for candidate to share in a less 'directed' fashion

Case for Behavior-Based Interviewing

- Premise---Past behavior is the best predictor of future behavior
- Not a new concept but becoming more and more prevalent in use
- Minimize the 'halo' effect and subjectivity
- Collect meaningful information about possible cultural 'fit' for your organization.

The Essence of the Questions

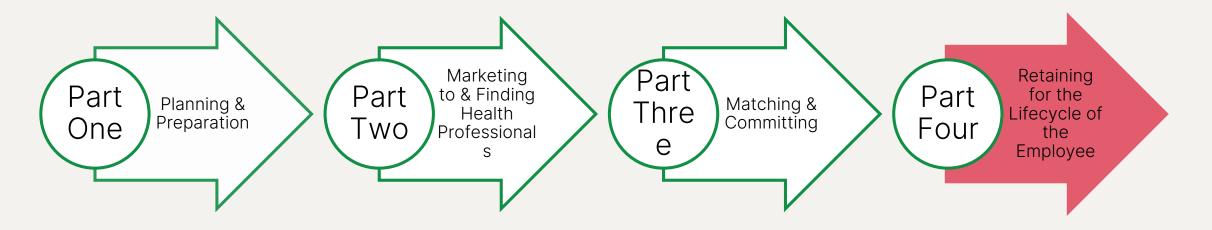
- More than just an 'open-end' question
- There are no 'magic' questions
- Frequently used question 'starters'...
 - "Tell me about a time..."
 - "Describe for me..."
 - "Give me an example of ..."
- Bottom line—ask for a specific example of a situation or task, learn the action taken and get the result!



Interview the Spouse/Partner

- Conducting a Spouse/Partner interview can be a great recruitment and retention tool.
- The person conducting the Spouse/Partner interview should have:
 - Excellent interpersonal skills
 - Knows the community really well
 - Share a common background or interest with the spouse/partner
- The type of information that you should gather includes:
 - Personal education needs
 - Personal interest
 - Housing preference
 - Location of family/friends
 - Geographic and climate preferences
 - Knowledge of the opportunity
 - Why your community interest them

Four Parts to the Process







Retention Principles

- Retention success is possible in any geographic location.
- Retention factors do not equal recruitment factors.
- Retention is about good fit and a good relationship between clinicians and communities.
- No one stays in a bad job, good administration and good relationships are key.

Retaining for the Employee Lifecycle

- Onboarding
- Engagement Surveys
- Stay Interviews
- Succession Planning
- Work/Life Balance
- Compensation Surveys
- Total Compensation Statements
- Communication



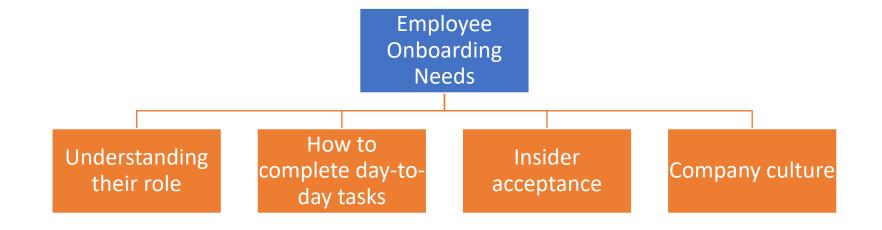
Re-Recruit

That's right....re-recruit! Guess what...that \$10K sign on bonus you are offering for new RN's, other companies are offering those to your currently staffed RN's. How will you rerecruit them to stay?



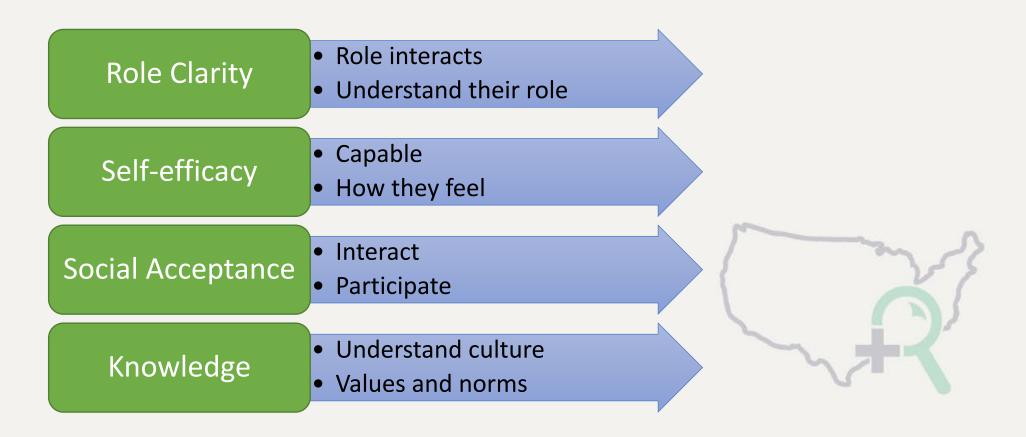






Indicators of a Successful Onboarding

 Research has found that the following four indictors suggest that an onboarding program is accomplishing its objectives.





Why do you still work there?



Stay Interviews

- Stay interviews are conducted to help managers understand why employees stay and what might cause them to leave.
- Stay Interviews are "informal" interviews and work best when they are not put in a structured format.

 Stay interviews should build trust between managers and direct reports.

Stay Interviews

• Benefits to Stay Interviews

- Associates hear directly from you, their leader, that you care and that you wish for them to stay and grow with the company.
- Associates are more likely to accept responsibility for staying.
- Stay interviews build trust.
- Equips you to anticipate, learn and solve associate concerns to the best of your ability and while the associate is still onboard!
- Improved retention and productivity!

Stay Interviews

- Engagement Facts
 - Trust between each leader and his/her direct reports is the absolute most important ingredient for building loyalty and engagement.
 - Poor leadership causes over 60% of all employee turnover. (Saratoga Institute)
 - How associates view their leader impacts how they view everything about their employment relationship!



Guidelines of Stay Interviews

In person*		
Set	Plan your	Ask
Expectations	conversation	Questions

Stay Interviews

- Typical Questions
 - Why do you choose to stay at XYZ?
 - Why might you leave or what may entice you away?
 - What is most energizing about your work?
 - What more do you want to learn?
 - Are we fully utilizing your talents?
 - What are your career goals?
 - What, if anything, is inhibiting your success?
 - How can I help?
 - What can I do differently to better assist you?



Work/Life Balance

- Flexibility in schedules
- Time off to enjoy hobbies
- Work sponsored activities outside of the facility i.e. softball teams, movie nights
- Work is a part of life it shouldn't be a culture where work and life battle
- Engage in Wellness strategies

Takeaways

- Recruitment is a process
- Identify and communicate strengths
- Invest in challenges
- Don't skip planning
- Communication must be candidate driven
- Look for barriers to viewing and applying for your positions
- Create a Lasting First Impression
- Tackle Social Media
- Work Smarter, not Harder with Time & Money Saving Tools
- Share Your Value Through Teamwork
- Utilize all your screening tools to make sure you have the right fit
- Interviewing looks very different now, don't shy away from virtual interviews
- Sell your Unique Selling Points in the interview process
- Don't forget your community
- Retention starts in recruitment
- In the New Normal, rethink your processes, policies.
- Build trust, relationships lead to lasting employee engagement
- Retention may not be the objective, not every hire will be a fit.



Questions?

Thank You!

- Michelle Varcho
- Varcho@3rnet.org
- 800-787-2512 ext. 4
- <u>Schedule a meeting</u>



RURALHEALTHWORKSHOP

Thank you for joining us!



