

Recruitment Plan Template

	Position/Specialty #1			Position/Specialty #2			Position/Specialty #3			Position/Specialty #4		
	Deadline	Acc'tability	Budget	Deadline	Acc'tability	Budget	Deadline	Acc'tability	Budget	Deadline	Acc'tability	Budget
Practice Opp. Desc. Assessment Form Completion Summary Desc. Draft Summary Desc. Approval												
Market Analysis Data Gathering Analysis Completed												
Recruitment Team List Creation Member Satisfaction Team Orientation Script Prep/Review Interview Form Review												
Sourcing Direct Mail Advertising Outbound Calls Search Firms Specialty Meetings Residency Interview Web Site Postings												
Collateral Materials Direct Mail Ad Copy Brochure												
Telephone Interviews Script Prepared Training/Orientation												
References/Credentials Resources in place Training/Orientation												
Site Visits Hotel Arrangements Air/Travel Arrangements Meals Arrangements Community Tour Real Estate Hospital Tour												
Contract Negotiations Legal Counsel Assigned Contract Templates Prepared												
Practice Dev. Plan Plan Completion												
Retention Plan Plan Completion												