Recruitment Assistant Process

APPLICANT

Applicant Information received via job board or social media:

- **Immediate first contact via job board messaging, phone, text, or email**
    a. **Goal:** to get a phone screen scheduled – The metric you are responsible for is the applicant to phone screen ratio.
    b. Follow-up daily (x 3 attempts) until contact is made
        i. Text message via Emitrr
        ii. Direct phone call
- **Add applicant data to Applicant Tracker on Google drive**

PHONE SCREEN

- **Once contact is established, schedule a *phone screen***
    a. **Goal:** to determine if the applicant has minimum qualifications & get an interview scheduled
- **Once scheduled, add *phone screen* data to the Interview calendar**
- **Conduct the *phone screen* as scheduled.**
- **IF moving forward, schedule the interview.**
        i. **Look at interview calendar to determine available timeslots.**
        ii. **Schedule *interview* on calendar**
            1. **Attach phone screen, resume and licensure (if applicable)**
        iii. **Update Applicant Tracker with Interview schedule data.**
- **IF NOT moving forward, notify team via email – indicate reason**
        i. **Update Applicant Tracker with applicable notes**

Remember to keep track of your KPIS data… You will need:

# of applicants
# of phone screens scheduled
# of phone screens conducted
# of resumes sourced