

## Recruiting Checklist

### I. The Basics

- Newspaper advertising
- Word of mouth
- Journal advertising
- Job fairs/career days
- Local/state association meetings

### II. Beyond basics

- Internet advertising
- Headhunters/professional recruiters
- Department based recruiters
- Agency staff
  - "Temp" pharmacists
  - "Temp to hire" pharmacists
- Area/group recruiting
- Pay referral fees to staff
- Residency tie in
- Tuition repayment programs
  - Retrospective
  - Prospective

### III. Once you have some interest

- Get them scheduled ASAP
- Display a positive environment
- Don't let them leave without an offer
- Don't oversell
- Be prepared to negotiate
  - Shifts
  - Meetings
  - Signing bonus
  - Salary

### IV. Constantly review recruitment and retention strategies