



CONSORTIUM

FOR ADVANCED PRACTICE PROVIDERS

Setting the standard for postgraduate training

February 2023 Web Café:
**“Recruitment Best Practices for
Postgraduate NP and NP/PA Training Programs”**

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Get the Most Out of your Zoom Experience

- ◆ Use the Q&A Button to submit questions during today's session
- ◆ Use the chat feature to submit technical questions.
- ◆ Recording and presentations will be made available to everyone after the session at **2022 Annual Consortium Conference**
Resources (APPpostgradtraining.com)
- ◆ Unanswered questions will be responded following the webinar and posted to the webpage

RECRUITMENT: Applications, Interviews, and Selecting Candidates



Recruitment Strategies

- Outreach to graduate programs
 - Email marketing
 - Presentations to graduate program classes
- Former or current students at your organization
- Tap into your alumni network
- Fitzgerald newsletter or other NP focused sites



Interview Models

In person

Virtual

Rolling Admissions



Apply for the Family Nurse Practitioner Residency Program



We suggest you review all of the tabs below before starting your application.

For information on applying to our PMHNP program, [click here](#).

If you have any questions throughout the application process, contact npresidency@chc1.com.

Apply Now

Application Process

Who Can Apply

Preferred Qualifications

Other Recommendations

Applications for the 2023-2024 program are now open. Applications will be accepted and reviewed on a rolling basis starting December 15th. Applicants are encouraged to apply as soon as possible to be considered. Spots in the program will be offered on a space-available basis. The program will continue to accept and review applications until the class is filled but no later than August 1st.

- Complete an electronic application and provide required supplemental materials.
- Applications will be reviewed by the Application Review Committee. If a candidate meets all application requirements, a phone screen will be conducted by the NP Residency team.
- Candidates under consideration will be scheduled for formal virtual interviews with our Selection Committee.
- Candidates will be notified if they have been selected for CHC NP Residency program after interviews are completed.



FAQ

If you have any other questions, please email npresidency@chc1.com

+ What is the commitment to complete the residency program?

+ Is there a post-residency employment commitment?

+ Does the program provide salary and benefits?

+ Do I need my professional licenses when I apply to the program?

+ Do you have a language requirement for applicants?

+ When does the program start?

+ Do I need to have a car to participate in the program?

+ Are there any weekend and evening commitments for the program?

+ Am I eligible for loan repayment during the residency?

Process Suggestions

- Use your organization’s HR systems to support the application process
- Work with your HR team to adapt application and gain access to application information
- Keep a record of email inquiries – contact to remind to apply
- Create checklist of application requirements and use to track incoming materials

Application Tracking Sheet Example

First Name	Last Name	School (graduate)	App	Essay	Transcripts	Letters of Recs (3)	Language	RN license

Selecting Candidates to Interview

Decision on criteria to assess your candidates

Application Review Categories

- Quality of Education*
- Clinical Experience
- Letters of Recommendation
- Essay question – Commitment to FQHC and Primary Care
- Essay question – Commitment to service and social justice
- Essay question – Aspirations for residency experience

Additional Bonus Criteria – Language, Local/Regional

Define criteria (if possible) for those reviewing and assessing candidates



Example: Scoring Grid for Reviewing Applications

CORE CRITERIA 1:	CORE CRITERIA 2:	CORE CRITERIA 3:	CORE CRITERIA 4:	CORE CRITERIA 5:	CORE CRITERIA 6:	
Quality of Education	Clinical Experience	Letters of Recommendation	Essay Question: Commitment to FQHC and primary care	Essay Question: Commitment to service and social justice	Essay Question: Aspirations for residency experience	Language Spanish (3, 4) +3 Spanish (2), Other (3, 4) +2 Spanish (1), Other (1, 2) +1
Possible Points 10	Possible Points 15	Possible Points 15 5 per letter	Possible Points 20	Possible Points 20	Possible Points 20	Local/Regional Candidate (+1)

Decide which categories are objective – things like quality of education, language, or local/regional

Other categories will be more subjective based on the reviewer



Considerations for Planning In Person Interviews

- Provide a Program Overview
- Provide a tour of facility
- Have Human Resources participate – share about benefits
- Consider having alumni at interviews to talk to candidates
- Provide candidates with additional information about your organization



In Person Interview Schedule

	Interviewee 1	Interviewee 2	Interviewee 3	Interviewee 4	Interviewee 5	Interviewee 6	Interviewee 7	Interviewee 8
11:30am-12:00pm	Arrivals and Welcome	Arrivals and Welcome	Arrivals and Welcome	Arrivals and Welcome	Arrivals and Welcome	Arrivals and Welcome	Arrivals and Welcome	Arrivals and Welcome
12:00pm-12:30pm	Mark and Margaret	Charise and Tour	Amy	Lunch	Yvette	HR	Dan and Kerry	Lunch
	ROOF	COMM ROOM	BOARD ROOM	COMM ROOM	YVETTE OFFICE	MARY OFFICE	ADMIN 106	COMM ROOM
12:30pm-1:00pm	Veena and Mary	Mark and Margaret	Charise and Tour	Amy	Lunch	Yvette	HR	Dan and Kerry
	VEENA OFFICE	ROOF	COMM ROOM	BOARD ROOM	COMM ROOM	YVETTE OFFICE	MARY OFFICE	ADMIN 106
1:00pm-1:30pm	Lunch	Veena and Mary	Mark and Margaret	Charise and Tour	Amy	Lunch	Yvette	HR
	COMM ROOM	VEENA OFFICE	ROOF	COMM ROOM	BOARD ROOM	COMM ROOM	YVETTE OFFICE	MARY OFFICE
1:30pm-2:00pm	Dan and Kerry	Lunch	Veena and Mary	Mark and Margaret	Charise and Tour	Amy	Lunch	Yvette
	ADMIN 106	COMM ROOM	VEENA OFFICE	ROOF	COMM ROOM	BOARD ROOM	COMM ROOM	YVETTE OFFICE
2:00pm-2:30pm	HR	Dan and Kerry	Lunch	Veena and Mary	Mark and Margaret	Charise and Tour	Amy	Break
	MARY OFFICE	ADMIN 106	COMM ROOM	VEENA OFFICE	ROOF	COMM ROOM	BOARD ROOM	COMM ROOM
2:30pm-3:00pm	Yvette	HR	Dan and Kerry	Break	Veena and Mary	Mark and Margaret	Charise and Tour	Amy
	YVETTE OFFICE	MARY OFFICE	ADMIN 106	COMM ROOM	VEENA OFFICE	ROOF	COMM ROOM	BOARD ROOM
3:00pm-3:30pm	Break	Yvette	HR	Dan and Kerry	Break	Veena and Mary	Mark and Margaret	Charise and Tour
	COMM ROOM	YVETTE OFFICE	MARY OFFICE	ADMIN 106	COMM ROOM	VEENA OFFICE	ROOF	COMM ROOM
3:30pm-4:00pm	Amy	Break	Yvette	HR	Dan and Kerry	Break	Veena and Mary	Mark and Margaret
	BOARD ROOM	COMM ROOM	YVETTE OFFICE	MARY OFFICE	ADMIN 106	COMM ROOM	VEENA OFFICE	ROOF
4:00pm-4:30pm	Charise and Tour	Amy	Break	Yvette	HR	Dan and Kerry	Break	Veena and Mary



Considerations for Planning Virtual Interviews

- Interview blocks scheduled out over a week or two
- Use google sheets for candidates to sign up for their own interviews
- Consider doing panel interviews (groups in your selection committee) to reduce time required
- Provide detailed interviewing information to applicants in advance
 - Virtual meeting information
 - Share schedule and selection committee they will meet with
 - Provide overview of how to prepare for the interview - any specific information to review
 - If possible – provide virtual tour of one of your clinical locations
- Provide timeline of next steps to candidates- offers, contracts, onboarding



Rolling Basis Schedule

- CHCI has moved to a rolling basis application process
- Applications are reviewed and assessed on a rolling basis
- Phone screen conducted with all applicants who meet application criteria
- Interviews for select candidates will be conducted with our Selection Committee
- Candidates will be offered spots on a space-available basis

PROS	CONS
<ul style="list-style-type: none">• Early access to committed candidates• Reduces time pressure of having a finite recruitment cycle• More continuous process until class is filled• Less pressure to select candidates who may not be the best fit	<ul style="list-style-type: none">• May miss good candidates who come later in the cycle• Some candidates may not be ready to commit to a program early• Placement based on location more challenging



Post-Web Café Survey

- ◆ https://chc1.iad1.qualtrics.com/jfe/form/SV_0VfxVvh9jb93dUq
- ◆ Save the Date for Next Month's Web Café: Diversity, Equity, and Inclusion

March 1, 2023 at 12:00pm ET