**STRATEGIC RECRUITMENT PLANNING DASHBOARD**

Use the following checklist list to help guide your planning and implementation process based on best practices and recommendations from your peers. This tool, is a “help resource” for your own use as a coordinator. To complete the checklist:

* Select “**Red**” if you have not completed the item,
* Select “**Yellow**” if the item is partially completed or is in process, or
* Select “**Green**” if you have successfully completed the item.

|  |  |  |  |
| --- | --- | --- | --- |
| **Red** | **Yellow** | **Green** | **A. PREPARING FOR THE PLANNING MEETINGS** |
| ⃝ | ⃝ | ⃝ | 1. Instructions and resources on <http://www.tobwis.org/strategic-recruitment> were reviewed
 |
| ⃝ | ⃝ | ⃝ | 1. Contact was made with Teresa Ryan or your contract administrator to answer any questions
 |
| ⃝ | ⃝ | ⃝ | 1. If an outside facilitator was used, the facilitator contacted Teresa Ryan or your contract administrator for guidance
 |
| ⃝ | ⃝ | ⃝ | 1. Power map communities were determined based upon established criteria and with member input
 |
| ⃝ | ⃝ | ⃝ | 1. Information about the community and the focus has been gathered
 |
| **Red** | **Yellow** | **Green** | **B. CONDUCTING THE PLANNING MEETINGS** |
| ⃝ | ⃝ | ⃝ | 1. Diverse stakeholders who are familiar with the community were recruited to contribute to the plan
 |
| ⃝ | ⃝ | ⃝ | 1. Those recruited to attend the meeting were given information to help them prepare for the discussion
 |
| ⃝ | ⃝ | ⃝ | 1. Information about the community and the focus were given to the meeting participants before or during the meeting
 |
| ⃝ | ⃝ | ⃝ | 1. Meeting facilitation techniques were utilized to encourage all present to participate in the discussion
 |
| ⃝ | ⃝ | ⃝ | 1. Mobilizing techniques were utilized to encourage all attendees to agree to take recruitment actions
 |
| ⃝ | ⃝ | ⃝ | 1. A process for completing the planning templates and following through on plan implementation was identified and agreed upon
 |
| **Red** | **Yellow** | **Green** | **C. COMPLETING THE PLANNING TEMPLATES** |
| ⃝ | ⃝ | ⃝ | 1. The template power map was completed with member input
 |
| ⃝ | ⃝ | ⃝ | 1. The template recruitment action plan was completed with member input, and includes specific actions and timelines in columns 1 - 3
 |
| ⃝ | ⃝ | ⃝ | 1. Column 4 of the recruitment action plan included specific tasks the potential recruit can take that are targeted to the individual’s skills or connections
 |
| ⃝ | ⃝ | ⃝ | 1. Tech tools were used to collaboratively and efficiently complete and/or review the templates
 |
| ⃝ | ⃝ | ⃝ | 1. After the power map meeting, those designated to take actions in the plan agreed to the plan before it was shared with others
 |
| **Red** | **Yellow** | **Green** | **D. IMPLEMENTING THE RECRUITMENT ACTION PLAN** |
| ⃝ | ⃝ | ⃝ | 1. Power maps and action plans were shared with all key members
 |
| ⃝ | ⃝ | ⃝ | 1. Those designated as recruiters have received tools or guidance from staff about recruitment best practices
 |
| ⃝ | ⃝ | ⃝ | 1. A process for communicating progress on recruitment tasks has been identified and implemented
 |
| ⃝ | ⃝ | ⃝ | 1. Updates on recruitment actions have been made to column 5 of the recruitment action plan at least quarterly
 |
| ⃝ | ⃝ | ⃝ | 1. New recruits are given an in-person welcome and orientation to the MJC/Network and its activities, as applicable
 |
| ⃝ | ⃝ | ⃝ | 1. Power maps and recruitment action plans are considered when implementing coalition building activities
 |
| ⃝ | ⃝ | ⃝ | 1. A process for evaluating what is working well and what can be improved with recruitment has been identified and implemented
 |
| **Red** | **Yellow** | **Green** | **E. UPDATING THE PLANS** |
| ⃝ | ⃝ | ⃝ | 1. A planning “champion” was designated that keeps the plan alive and useful
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| ⃝ | ⃝ | ⃝ | 1. Processes for ensuring the power maps and recruitment action plans are regularly reviewed by staff and members have been identified and implemented
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