

## What can a supervisor do to take the lead in recruitment strategies?

### Developing a recruitment plan:

- Reach out to the human resource office and your manager and offer to help with recruitment for the office or district.
- Propose setting up a local or district-wide recruitment committee.
- Encourage staff to be constantly looking out for opportunities for recruitment.
- Talk to other supervisors and share ideas about good sources for recruitment in your area.
- Keep track of the unit staffing. Identify where current staff were recruited from, how long they stayed. Identify the best recruitment sources.

### Promoting realistic recruitment:

- Collect the current recruitment materials used by the agency (brochures, website information, advertisements etc.). At a unit meeting, ask staff to review the materials and think about whether these materials accurately describe the job.
- Ask staff to brainstorm the benefits and challenges of the job. Encourage them to use this information and to be frank when recruiting new people.
- Show realistic recruitment materials from other agencies and ask staff what they think. Brainstorm ideas for Realistic Job Previews for your agency or office. Talk to the administrator about developing a RJP if there isn't one or updating the current materials to reflect the current reality of the job.

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### Expanding recruitment strategies:

- Work with the human resource department to identify the best strategies for reaching applicants in the local area. Get contact information for the local newspaper.
- Encourage current staff to see recruitment as a useful part of their job. Give them brochures and/or information that they can use in recruiting.
- Set up an informal incentive pool in the unit to reward the staff person who is most effective at recruiting new staff who stay the longest.
- Work with local high schools and colleges to establish internships. Some have community service requirements to place students in local agencies.
- Contact the local Social Work program at the local university and let them know about the interest in having interns in your office.
- Offer to meet with students to talk about child welfare careers.

### Expanding the pool:

- Review the unit staffing and identify its current composition.
- Identify ways to increase the diversity in the unit particularly to reflect the demographics in the local area and client population.
- Talk to staff about the benefits of having a more diverse unit -- brainstorm ways to attract older workers, millennial workers, diverse workers and students to the unit.
- Talk to the human resource department about expanding the pool and offer suggestions of what would work in the local area.