***Recruitment, Retention & Recognition Committee Meeting***

**Date:**

|  |  |
| --- | --- |
| ***Open Hours*** | |
| **Position** | **Hours** |
| Leadership |  |
| RN/LPN |  |
| Nursing Assistants |  |
| Other |  |

|  |  |
| --- | --- |
| ***Open Position Details*** | |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| ***HOL*** | | |
| **Categories** | **Budget** | **Actual** |
| RN/LPN |  |  |
| Nursing Assistants |  |  |
| Total Hands-On |  |  |
| Total Facility |  |  |

|  |  |
| --- | --- |
| ***Overtime*** | |
| **Position** | **Hours** |
| RN/LPN |  |
| Nursing Assistants |  |
| Other |  |
| Total |  |

|  |  |
| --- | --- |
| ***Agency*** | |
| **Position** | **Hours** |
| RN/LPN |  |
| Nursing Assistants |  |

|  |  |
| --- | --- |
| ***Orientation Hours*** | |
| **Position** | **Hours** |
| RN/LPN |  |
| Nursing Assistants |  |
| Other |  |
| Total |  |

|  |  |
| --- | --- |
| ***Application Activity*** | |
| Total Applications |  |
| Number Processed |  |
| Conversion Rate |  |

|  |  |  |
| --- | --- | --- |
| ***In Hiring Process*** | | |
| **Name** | **Position** | **Status** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| ***Terminations*** | | |
| **Name** | **Position** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| < 90 Day Turnover |  |

|  |  |
| --- | --- |
| Special Dollars |  |

**Recruitment Topics:**

**Retention Topics:**

**Recognition Topics:**

**Next Meeting:**

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