

## Recruitment FAQ

### **Q: Is anyone eligible to receive recruitment assistance?**

**A:** Yes, at this time, there are no eligibility criteria to receive recruitment assistance. If this changes in the future, AFH owners will be notified.

### **Q: How does recruitment assistance work?**

**A:** Before receiving recruitment assistance, you will fill out a Pre-Recruitment Questionnaire and our Recruitment Specialist, Cassheina Murray. Cassheina will be in contact to go over any needed additional information. Once all needed information is collected, your job opening will be posted online. As potential applicants apply to your job, they will be filtered through according to your wants (certified, amount of time working in this field etc.) Once filtered through, Cassheina will use a specially tailored Phone Screening tool with each caregiver if the provider would like this done. After completing these steps, the resumes for potential caregivers will then be sent to the home owner where they can then perform their own screening/ interview process.

### **Q: How long does this process take?**

**A:** Unfortunately, there is no set time frame for this process as there is no way to tell when the “right fit” will apply.

### **Q: How often can I utilize this assistance?**

**A:** Home owners can utilize this assistance as often as needed at this time.

### **Q: What is my part in this process?**

**A:** As a provider/owner, it is vital to this process that we stay in contact with each other. If a caregiver is hired, we would need to be informed as this is an important piece of information for our reports. Before reposting your job opening, an email will be sent to you asking if you would like to update, pause or stop your job posting. If a response is not received by the date mentioned in the email, your posting will be paused.

Please remember, if your home meets our eligibility requirements, you are able to sponsor the hired individual through our training network for an all expense paid training program of either HCA, or CNA.  
(Additional trainings also available)