

CAREGIVER RECRUITING, HIRING, & ONBOARDING

PURPOSE To ensure a steady pipeline of qualified caregivers, hired efficiently, onboarded with care, and prepared to deliver exceptional service.

DIRECTIONS For each metric, assign an owner and set a goal. The owner will be the person for ensuring the item is recorded each week - but that doesn't mean they are necessarily responsible for hitting the goal.

The goal should be set based on your organization's objectives and what you need to do each week to achieve them.

METRIC	OWNER	WEEKLY GOAL	ACTUAL
Time-to-Hire (days from Posting → Offer Accepted)			
Offer Acceptance Rate			
Onboarding Completion Rate (within 7 days)			
Early Attrition Rate (0-30 Days)			

