

RECRUITMENT PLANNING

GOALS

The goal for the number of active Certified Volunteer Ombudsman a Program should have:

Technically - is 1 volunteer to 142 beds.

Practically - it is one for every Nursing Home. Therefore use the number of Nursing homes as your base.

CALCULATING YOUR RECRUITMENT NEEDS

If you have 40 nursing homes, and twelve *active* Certified Volunteer Ombudsman, how many volunteers do you need to recruit?

If you simply subtract, you will be way short. You must plan for turnover and your certification rate. Therefore,

$$\begin{array}{r} 40 \\ -12 \\ \hline = 28 \text{ is wrong} \end{array}$$

STATISTICS

- 1). Average annual turnover in the State is 25 % - *Look at yours if it is higher, use the higher %, if lower, use the lower percent.*
- 2). Average percent of recruits who actually become certified in the State is 50%. *Look at yours Use the actual percent.*

FORMULA

Therefore, the formula is:

- a) Determine Balance after turnover.
The current number of **active** certified volunteers minus 25% is the number of volunteers you will have at the end of one year based on 25% turnover. (Do this in August to plan for FY)
- b) Subtract the number balance of volunteers from the number you need for 100% coverage. Equals the number of additional volunteers needed.
- c) Double the number of volunteers needed, since only half will become certified. Equals the number need to recruit.

RESULTS

The result is 38 versus 28. Ten recruits more than you would have sought had you not considered the statistics.

CALCULATION

$$\begin{array}{l} \text{a) } *12 \times 25\% - (3) = 9 \\ \text{b) } 40 - 9 = 31 \\ \text{c) } 31 \times 2 = 62 \end{array}$$

You need to recruit 62 volunteers in order to obtain 40 certified volunteers.

* Please note that the goal is active certified volunteers. If you know that a certain number of your volunteers will not be active in the next year, you need to subtract them from the current number of certified volunteers you start with.