YOUR TOMORROW IS IN YOUR HANDS TODAY!

AMERICAN AMBULANCE ASSOCIATION
2015 ANNUAL CONFERENCE & TRADESHOW

NOVEMBER 1-3, 2015

The AAA is fighting for you!

EMS Recruitment KPI

Sourcing Metrics

Metric # 1 - Candidate Pipeline

|		
42	Qualification Questions	
21	Application Form	
3	Application Form - Internal	
21	Referral Form	
24	Self Identification Form - Gender and Race	
24	Voluntary Self-Identification of Disability	
24	Pre-Offer Invitation to Self-Identify as a Protected Veteran	
20	Behavioral Assessment	
12	Review Application and Assessment (as applicable)	
12	Schedule Interview (Discuss Salary!)	2
7	Conduct Interview / Skills test as applicable	5
7	Structured Interview	0
7	HR verifies receipt of required certifications	0
7	HR Gives Contingent Offer / Offer Letter	0
7	Summary of your rights under the FCRA	1
6	Disclosure and Authorization Form	0
6	Post-Offer Invitation to Self-Identify Protected Veteran Status	0
6	Identogo Form	0
6	Medical Treatment Authorization Form	0
6	Former Employer Reference Form	0
5	Initiate Physical / Drug Screening / Agility Tests	1
5	Conduct Employment Reference check	0
5	Conduct BG check	0
5	Initiate MorphoTrak process	0
5	Conduct OIG search	0
5	Conduct Cert / License search	0
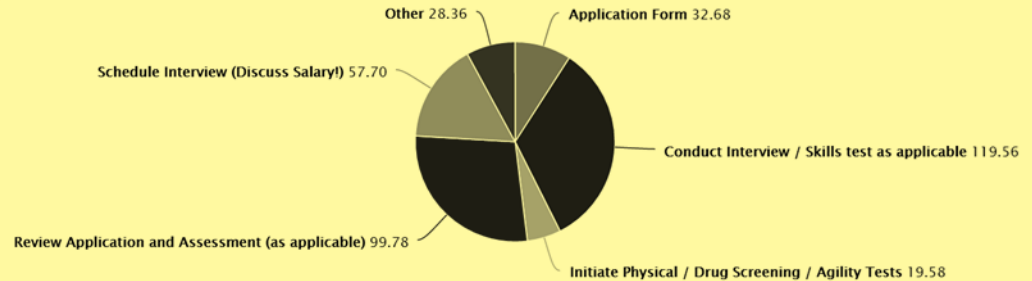
Arguably the most important metric.

- How many applicants are currently in the pipeline?
- How long does each stage take to complete?
- How long does it take to hire a high-target employee at your company?

Metric # 2 - Time to Interview
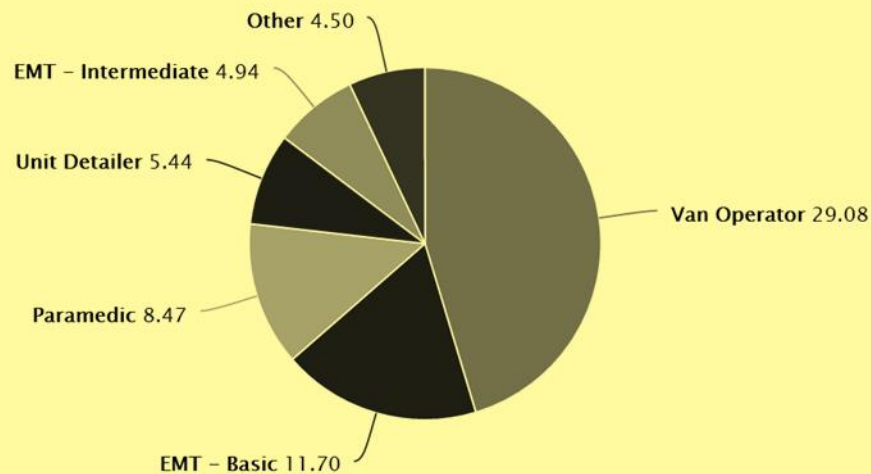
- The amount of time (in hours and days) it takes to schedule an interview after a quality application has been submitted

- This is a better metric than Time-to Hire (which places the emphasis on speed and not quality.)

- A good recruiter needs to be able to convert 75% of quality employment applications to a scheduled interview in less than 5 days.
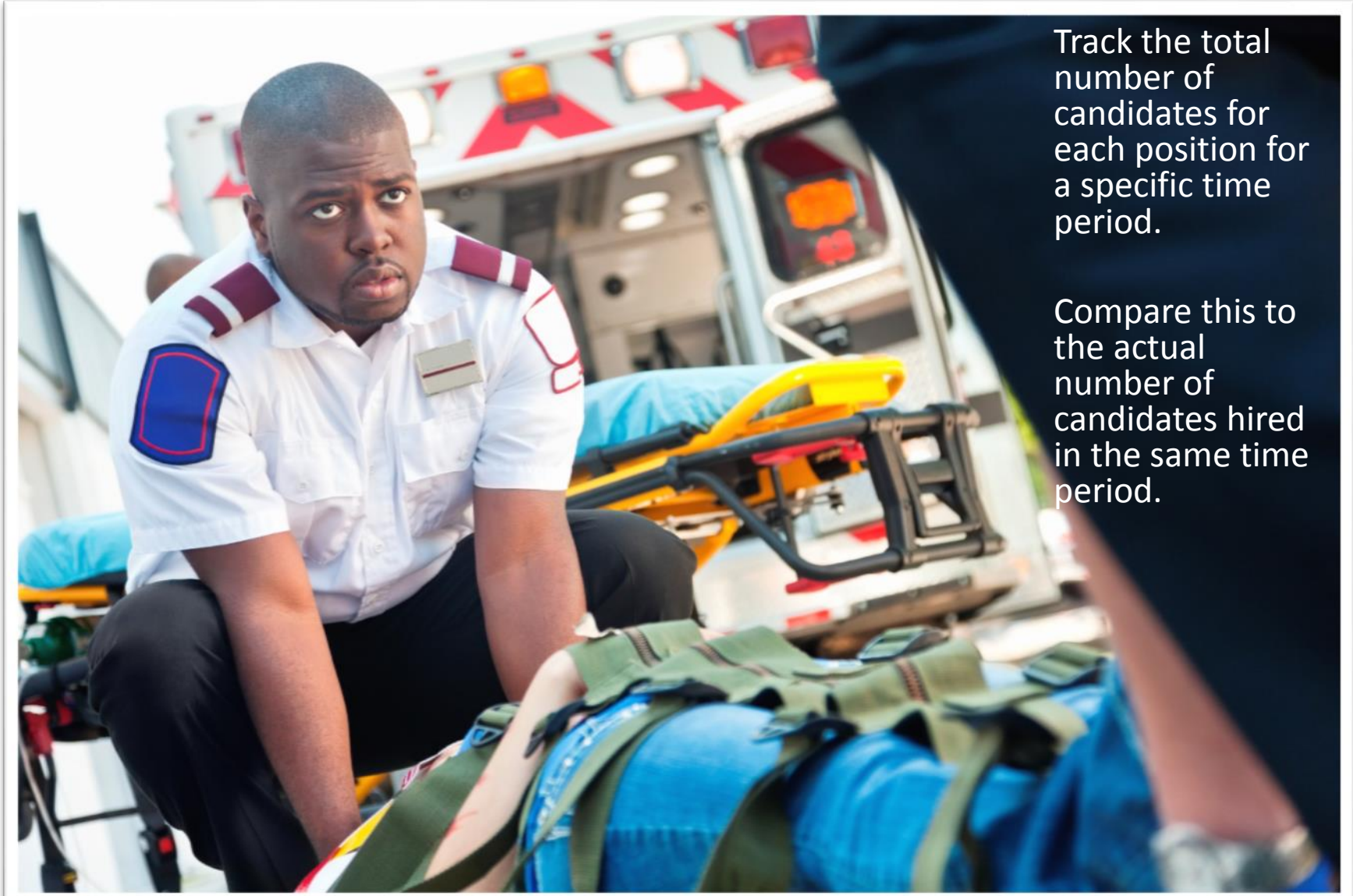
Metric # 3 - Candidate Quality

- Define, in a measurable format, what constitutes a quality candidate.

- Train every hiring manager on the use of interviews, tests and job specific candidate criteria.

- Track the number of quality candidates entering your pipeline each week.

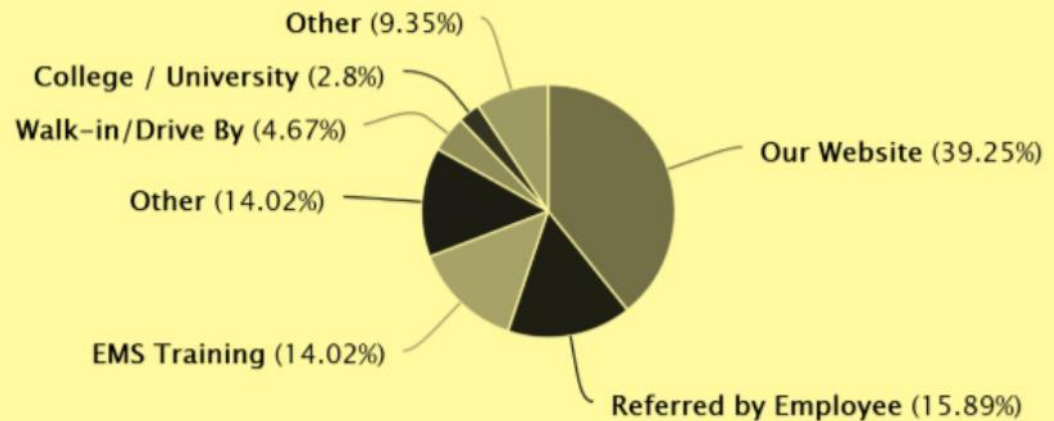# Metric # 4 - Candidates per hire

Track the total number of candidates for each position for a specific time period.

Compare this to the actual number of candidates hired in the same time period.

Metric # 5 - Recruitment sources

- Track the referral source of quality candidates by the specific advertiser, online job portal, local colleges, employee, etc.

- This metric is the basis for future campaigns and recruitment budgets.

Other (9.35%)
College / University (2.8%)
Walk-in/Drive By (4.67%)
Other (14.02%)
Our Website (39.25%)
EMS Training (14.02%)
Referred by Employee (15.89%)

Legal considerations

What you need to know…

Title VII Civil Rights Act

 Age

 Disability

 Equal Pay/Compensation

 Genetic Information

 Harassment

 National Origin

 Pregnancy

 Race/Color

 Religion

 Retaliation

 Sex (Gender Identity)

FCRA

US Bankruptcy Code

Immigration and Nationality

Job Posting/Descriptions

Functions of Position

Job Relatedness

Diversity Considerations

Digital Native

Lifting

Recent Grad

Map Reading

Mr., Ms., Mrs.
Dates of Birth
Education Dates
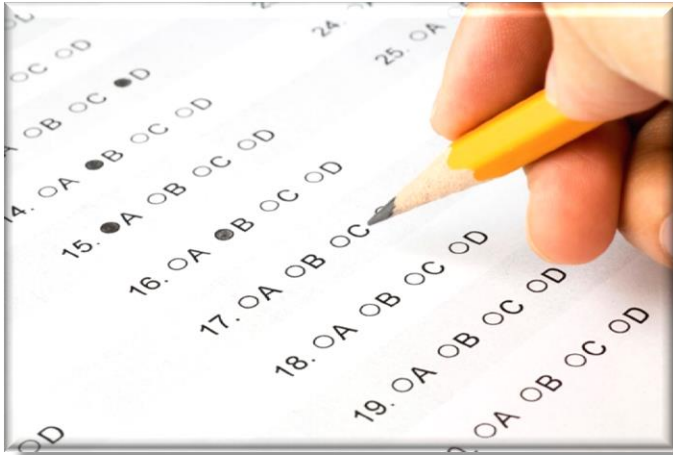# Criminal History

Interviews

Job Related Questions

Notations on application or interview form

Pre-Employment Testing

Written Test

Practical Evaluations

Medical Screening

Drug Screening (MRO)

Background Checks

40% Lie on resume

Criminal History (ban the box)

OIG/SAM

Driving Record

Call past employers!
Speak to immediate supervisor

Hiring Decision