

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING
POLICY & PROCEDURE MANUAL**

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Subject: RECRUITMENT ACTIVITIES	Original Issue Date: 1996	Policy #: 730
	Supersedes: January 21, 2016	Effective Date: January 30, 2020
Consultants: Director, Office of Advisement and Counseling	Reviewed & Approved by: Semester Coordinators Faculty Organization SON Planning Office of Educational Services College Governance	Approved by: (Signature on File) Dean, School of Nursing <hr/> (Signature on File) Provost, College of Nursing & Allied Health

PURPOSE:

To recruit an adequate pool of qualified applicants for the School of Nursing

POLICY:

The Office of Advisement and Counseling selects recruitment activities and sites.

Faculty and students represent the School and may distribute recruitment material.

The target recruitment population is County of Los Angeles residents.

PROCEDURE:

The Director, Office of Advisement and Counseling/designee:

- Reviews requests for Recruitment Activities and distributes to appropriate personnel for follow-up
- Requests faculty and/or student participation for these events
- Provides materials for presentations
- Maintains records of recruitment activity and reports as indicated including:
 - Date(s) of event
 - Location/site
 - Number of participants
 - Number of potential applicants seen.

PROCEDURE DOCUMENTATION:

Office of Educational Services Annual Report
Event Information

REFERENCES:

Board of Registered Nursing Policy: Guide for Schools of Professional Nursing on Ethical Practices
ACCJC Recruitment Policy

REVISION DATES:

June 1998
August 8, 2003

Subject:

February 17, 2007
November 22, 2010
January 21, 2016
January 30, 2020