

**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: November 22, 2010	Effective Date: January 21, 2016
Consultants: Dean, Administrative & Student Services	Reviewed & Approved by: Semester Coordinators Faculty Organization College Administrative College Planning	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 Educational Services selects recruitment activities and sites.

The target recruitment population is County of Los Angeles residents.

PROCEDURE:

The Dean of Administrative and Student Services/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.

Faculty and students represent School and distribute recruitment material.

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