

**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: August 8, 2003	Effective Date: February 17, 2007
Committees Consulted: Dean, Administrative & Student Services	Reviewed & Approved by: Faculty Organization Semester Coordinators College Administration	Approved by: (Signature on File) Dean, School of Nursing

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 recruitment target population is the County of Los Angeles.

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
- Totals the number of potential applicants seen and location on return from the recruitment activity, and reports as indicated
- Maintains records of events including:
 - Date(s) of event
 - Location/site
 - Number of potential applicants seen.

Faculty and student represent School and distribute recruitment material.

PROCEDURE DOCUMENTATION:

Office of Educational Services Annual Report

REFERENCES:

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