

Checklist for Arranging a Site Visit

Site visit for: _____

Date: _____

Arrival time in (city): _____ AM/PM

by plane by car

Departure time: _____ AM/PM

Set up tentative agenda/items that must be covered during the visit

- Tour of the facility/hospitals
- Meeting with the recruitment committee
- Meeting with the CEO, physicians, others

Go over tentative agenda with CEO

Contact candidate or spouse to create visit agenda

Determine what candidate would like to do during site visit _____

Determine what spouse would like to do during site visit _____

Find out if they want us to arrange for airline tickets **YES** **NO**

If yes, obtain information on when they would like to leave and when they would like to return

Checklist for Arranging a Site Visit, cont.

- Determine if they want to fly into (city). If yes, arrange for rental car.
 - YES NO NA

Rental car: Avis / Hertz / Dollar / Alamo / Budget

Other: _____

Confirmation No. _____

Contact travel agent for potential flight schedules

- YES NO NA

(Schedule 1)

Leave _____ AM / PM

Arrive _____ AM / PM

Leave _____ AM / PM

Arrive _____ AM / PM

(Schedule 2)

Leave _____ AM / PM

Arrive _____ AM / PM

Leave _____ AM / PM

Arrive _____ AM / PM

(Schedule 3)

Leave _____ AM / PM

Arrive _____ AM / PM

Leave _____ AM / PM

Arrive _____ AM / PM

(Schedule 4)

Leave _____ AM / PM

Arrive _____ AM / PM

Leave _____ AM / PM

Arrive _____ AM / PM

- Hotel: _____
- Address: _____
- Phone number #: _____
- Confirmation #: _____
 - Nonsmoking room
 - Crib
 - King-sized bed

Checklist for Arranging a Site Visit, cont.

Arrange for baby sitter? YES / NO

Schedule a meeting with a realtor? YES / NO

Provide information on churches? YES / NO

Name: _____

Service times: _____

Location: _____

Minister's name: _____

Arrange for meeting at school(s)? YES / NO

Grade school: _____

Junior High: _____

High: _____

College/University: _____

Contact person: _____

Appointment time and date: _____

Location: _____

1. Lunch / Dinner with: _____
 Date: _____ Time: ____ PM / AM
 Place: _____
 Reservations made for: (No. in party) _____

2. Lunch / Dinner with: _____
 Date: _____ Time: ____ PM / AM
 Place: _____
 Reservations made for: (No. in party) _____

3. Lunch / Dinner with: _____
 Date: _____ Time: ____ PM / AM
 Place: _____
 Reservations made for: (No. in party) _____

4. Lunch / Dinner with: _____
 Date: _____ Time: ____ PM / AM
 Place: _____
 Reservations made for: (No. in party) _____

Checklist for Arranging a Site Visit, cont.

- Confirm arrangements and agenda with candidate and candidate's spouse
 - Agenda
 - Hotel arrangements
 - Flight arrangements, if applicable

- Set up a meeting (lunch or dinner) with Recruitment Committee
Date: _____ Time: _____
Place: _____

- Sent our meeting notice and candidate's vitae/interview report

- Confirm reservation numbers with the restaurant(s)

Once visit is finalized, send candidate:

- Map of how to get to (city)
- Copy of the visit agenda (times, dates and locations)
- Information on where they will be staying
- Airline tickets, if applicable (send overnight or registered mail)

Do:

- Contact candidate/spouse and make sure information was received and it is acceptable
- Order fruit basket and have it delivered to us.
- Order basket of Greater Cincinnati products for post-visit mailing
- Print a card which states who can be contacted if they have a problem during their visit (to be placed in their room)

Day of arrival:

- Place fruit basket and welcome card in the room

After visit:

- Send a note thanking them for their visit from CEO
- Send them the greater Cincinnati gift basket
- Order newspaper subscription
- Request the Recruitment Committee Members to send a note to the candidate and the spouse.

Note: In case of second visit, replace the fruit basket with candy or other gifts.