

3RNet Member:

Medi-Sota, Inc.

Medi-Sota Recruitment Program



3RNet Website JOB POSTING POLICY

PURPOSE

Establish guidelines for healthcare facilities across the State of Minnesota and adjacent states for job openings on the National Rural Recruitment and Retention Network (3RNet) website (www.3rnet.org) which is focused on attracting qualified candidates with interest in healthcare positions in Minnesota.

DEFINITIONS

3RNet

3RNet is a national non-profit organization dedicated to increasing access to health care in rural and underserved areas. The 3RNet website brings together healthcare professionals with job opportunities in rural and underserved communities throughout the country. Each state has one member responsible for the job postings on the website. You may visit this website at: www.3rnet.org.

Organizational Members

An organizational member must fall into one of the following two categories:

1. A healthcare facility in Minnesota that is a member of the Medi-Sota, Inc. healthcare consortium that has a SIGNED Search Agreement on file along with a commitment to annually support the Medi-Sota Recruitment Program
2. Any healthcare facility in Minnesota that is a dues paying Minnesota Association of Community Health Centers (MNACHC) site and is a Federally Qualified Health Center (FQHC)

Non-Organizational Members

Non-organizational members are defined as organizations that do not pay annual support fees for the Medi-Sota Recruitment Program or are not defined as members of the Minnesota Association of Community Health Centers.

For details on how to become a member of Medi-Sota Inc., the Medi-Sota Recruitment Program or the Minnesota Association of Community Health Centers please contact us.*

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JOB POSTING & SERVICES

Organizational Members

Organizational members receive unlimited job postings at no charge. All jobs will be posted and maintained by the Medi-Sota Recruitment staff on the 3RNet website. Organizational members will receive referrals of potential candidates, timely updates regarding workforce initiatives, technical assistance, and other resources available from the 3RNet Organization. Organizational members will receive priority review of ALL candidates and custom database searches of the entire 3RNet pool of candidates at no additional charge.

Medi-Sota Organizational Members: In addition to the services above, members of the Medi-Sota, Inc. healthcare consortium that have a SIGNED Search Agreement on file with a commitment to annually support the Medi-Sota Recruitment Program will continue to receive the traditional assistance and services provided by the Medi-Sota Recruitment Program throughout the recruitment and retention process for qualified candidates. These members will continue to receive assistance with candidate pre-screening, preliminary phone interview coordination as needed, assistance with site visit coordination and planning as needed, candidate follow-up along with other assistance as requested to aid in timely placement of qualified candidates.

Organizational members will notify and update Medi-Sota Recruitment staff regarding their review of and interest in EACH CANDIDATE shared from the 3RNet website.

Within 72 Hours of receipt of Candidate CV or Resume:

- 1. Interested -- Plan to INTERVIEW***
- 2. Not Interested in Candidate***

Within 72 Hours of Candidate Interview/Site Visit/Offer:

- 1. Interested -- Plan to schedule a Site Visit***
- 2. Interested -- Plan to make an OFFER***
- 3. Offer Declined by Candidate***
- 4. Candidate START DATE***

Organizational members will notify Medi-Sota Recruitment staff immediately if any candidate is found to be misrepresenting themselves or is ineligible for employment for any reason.

Non-Organizational Members

Non-organizational members interested in posting job openings to the 3RNet website are welcome to do so under the fee structure (below). Organizations taking advantage of this opportunity as Non-Organizational Members will receive unlimited postings and technical assistance for postings but will not be entitled to recruitment and retention services provided to Organizational Members. Non-Organizational Members will be asked to periodically report the status of candidates referred through the 3RNet job posting site.

Non-organizational members will also notify Medi-Sota Recruitment staff immediately if any candidate is found to be misrepresenting themselves or is ineligible for employment for any reason.

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FEE STRUCTURE for Non-Organizational Members

The following annual fees will be charged for unlimited postings September 1st through August 31st each year. No postings will be approved until the annual fee and any unpaid fees are received. All new facility requests for posting after September 1st will be prorated for the first year at \$125/month through August 31st. Late renewals will NOT be prorated in subsequent years.

\$1,500 per year for unlimited job postings (up to 6 months per posting)

\$250 for each custom database search of specific position candidates already on file with 3RNet

All fee structures will be re-evaluated at least annually and are subject to change.

JOB POSTING PROCESS

Posting a job on the 3RNet website is a multi-step process:

NON-ORGANIZATIONAL MEMBERS must pay the annual job posting fee to Medi-Sota, Inc. (contact information below) before job postings will be released for publication.

1. Complete the Job Posting Application on the 3RNet website.
2. Job postings will be published after being reviewed & approved by Medi-Sota Recruitment staff.
3. All Organizations will notify Medi-Sota Recruitment staff once a job posting has been filled.

Duration of Posting

Duration of Posting– All job openings will be posted for up to six months. You will be notified prior to the expiration of your posting and it may be re-submitted for approval for posting.

**Pamela G. Lehmann, Healthcare Recruiter for Medi-Sota Recruitment Program can be contacted at recruiter@medi-sota.org or by calling 320-226-2238.*

Payments can be submitted to:

Medi-Sota, Inc.
c/o 3RNET Postings
1280 Locust St, Ste 16
Dawson, MN 56232

Please include the following details when remitting payment to Medi-Sota, Inc.:

1. Name, email and phone number for primary contact person
2. Email and phone number for Accounts Payable department
3. Full Name and Address of the Facility/Organization posting on 3RNet