A PRACTICAL GUIDE TO DIRECT-HIRE HEALTHCARE RECRUITING

The Holbrooke Hiring Guide.

From an open role to a supported start.

The same job title can describe very different work. Holbrooke starts with the workload, team, and schedule so your organization can evaluate people against the role it actually needs to fill.

A clear focus	Defined responsibilities	Terms before the search
Permanent clinical hiring in rehabilitation, nursing, and respiratory care.	Holbrooke coordinates recruiting. Your organization makes the hire.	Employers pay the recruiting fee under a written agreement.

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Keep this guide. Share it with the people involved in your decision.

THE PROCESS

From role definition to first day.

1

Define the hiring need

Holbrooke clarifies the actual role. You identify the decision-maker, essential requirements, workload, and support. Together, establish a useful role brief.

2

Agree on scope and terms

Discuss the search approach and communication plan. Agree in writing on recruiting fees, responsibilities, and commercial terms before the search begins.

3

Discuss potential matches

Holbrooke discusses relevant experience and fit, then obtains clinician permission before an introduction. You keep the role, budget, and requirements current.

4

Interview and exchange feedback

Holbrooke helps coordinate conversations. Your team evaluates the candidate, explains the work, and gives clear feedback about the next decision.

5

Prepare and issue the offer

Your organization approves and issues the written offer. Holbrooke helps clarify questions about expectations, terms, and decision timing.

6

Complete checks and onboarding plans

Your organization completes its required credential, reference, background, and other hiring steps. Confirm orientation, support, and the authorized start date.

7

Start and follow up

Your team provides onboarding and ongoing management. Holbrooke follows up on the transition and recruiting matters within the agreed scope.

Timing varies with the role, market, and hiring process. Agree on an update cadence and a next decision at each stage.

PREPARE

Describe the work behind the title.

A clear brief helps a clinician understand the job and gives your interview team a consistent basis for discussion.

The position

Include discipline, location, care setting, openings, required qualifications, and the experience needed to work safely and effectively.

The working pattern

State hours, weekends, call, travel, coverage territory, and documentation expectations. Explain what is fixed and where flexibility exists.

Compensation and timing

Identify the approved range, pay basis, benefits, target start, and budget owner. Mark unresolved details so they can be discussed openly.

Support and decisions

Describe onboarding, supervision, team backup, and initial expectations. Name the interviewers, offer approver, and main contact.

A brief that invites a useful conversation

Start with: "Home health PT, full-time, covering a defined county area." Then add visit expectations, travel, documentation time, weekend coverage, pay range, and how the new clinician will be supported.

Before sending your brief

Separate essential requirements from preferences. Leave out patient information and confidential personnel records.

EVALUATE

Agree on the full picture.

The employer sets the offer, benefits, hiring requirements, and onboarding plan. Holbrooke helps keep recruiting communication moving.

Interview and feedback

- Use job-related criteria consistently. Ask for examples and explain workload, schedule, travel, and support.
- Share relevant strengths, unresolved questions, and the next decision promptly. Flag existing contact before a duplicate introduction.
- Issue a written offer with role, pay basis, schedule, conditions, proposed start, and response deadline.

Explain the benefits

- Provide a written summary of health coverage, paid time off, retirement, and any education or license support offered.
- Specify eligibility, employee costs, coverage start dates, and enrollment deadlines. Do not assume day-one coverage.
- Explain incentive conditions and who answers plan questions. The employer's written plan information controls.

Plan the transition by milestone.

- **Before the start.** Name the owner and estimated completion date for each required check. Track what is outstanding and confirm the authorized start in writing.
- **At the start.** Set orientation length, training hours and pay, equipment, access, a mentor, and the plan for building workload and readiness for independent work.
- **Early follow-up.** Agree on check-in dates, support, and readiness goals. Adjust the plan to the clinician, the role, and progress.

How long will onboarding take?

Give separate estimates for pre-start clearance and post-start orientation. Required checks, notice periods, and training schedules affect dates; there is no fixed Holbrooke timeline.

KNOW WHAT TO EXPECT

Clear terms. Shared expectations.

Agree on the engagement before a search begins.

The employer agreement sets the search scope, fee amount or calculation, payment trigger and timing, responsibilities, and any replacement provisions. Clinicians pay no placement fee.

Does a website brief start a paid search?

No. It starts a conversation. A submitted brief does not itself establish a recruiting agreement or payment obligation.

Is a hire or timeline guaranteed?

No fixed hiring outcome or time-to-fill is promised. Specialty, location, compensation, availability, and your hiring process affect the search.

Who verifies credentials and hiring requirements?

Your organization owns its final checks and hiring decision. Discuss any recruiting assistance explicitly; an introduction does not mean all checks are complete.

What if the role changes or a hire does not proceed?

Tell Holbrooke promptly. Changes, continued searching, fees, and any replacement remedy follow the written terms and circumstances.

Where does the initial inquiry go?

It is saved in Holbrooke's private recruiting workspace for review and follow-up. Use the public forms for role information and business contact details.

Ask Holbrooke a question

Read the inquiry privacy notice

WORKSHEET

Your hiring starting point.

Type into the fields or print this page. Capture what you know; leave open questions for the first conversation.

Organization and main contact

Hiring manager / offer approver

Role / discipline / number of openings

Care setting and location / territory

Hours / weekends / call / travel

Target start / estimated clearance date

Pay / benefit costs / coverage start dates

Essential qualifications / preferences

Caseload, documentation, and travel

Orientation length / mentor / check-in dates

What still needs a decision before the search can begin?

Save a copy to keep your answers. This worksheet is not submitted automatically.

Start with a focused conversation.

Start a hiring brief

hello@holbrooke.org

Scan to open the form