



## READ THIS BEFORE EDITING YOUR RECRUITWELL™ MATERIALS

Welcome to RecruitWell™. When completed, your governance succession planning materials will provide the foundation for ensuring board strength, competency and expertise well into the future.

Increasing demands for hospital performance, transparency and accountability in a complex and rapidly changing health care environment have heightened the importance of governing effectiveness. Securing and retaining trustees with targeted experience, skills and leadership capacity is vital to a hospital's success.

RecruitWell™ is designed to help boards assess the skills, knowledge and expertise of new trustees, aligning those capabilities with the board's future governance needs.

### **RecruitWell™ Contents**

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RecruitWell™ is comprised of the following components:

- BoardBRIEF: *Succession Planning Today for Tomorrow's Trustee Leaders*
- Trustee Candidate Overview and Application
- Trustee Candidate Profile
- Candidate Assessment Form
- Governance Skills and Experience Matrix
- Board Member Job Description
- Board Chair Job Description

### **How to Use These Materials**

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Custom-tailoring these materials for your hospital is a simple process:

- Using Microsoft Word's "Find and Replace" feature, find all references to
  - "[Hospital name]" and replace with your hospital's name
  - "[Date]" and replace with the effective date for your materials (e.g., September 2021)
- Enter the effective date of your materials in the footer of:

- Trustee Candidate Overview and Application
  - Candidate Profile
  - Candidate Assessment Form
  - Governance Skills and Experience Matrix
- Read through the Candidate Overview and Application, Trustee Candidate Profile, Candidate Assessment Form and the Sample Governance Skills and Experience Matrix closely, adding and deleting information as you determine necessary to ensure their relevance to your organization.
  - When you have finished making the changes required to customize the succession planning materials to your specific needs, go back and check page breaks, making any adjustments to the text as necessary.
  - Customize the sample skills and experience matrix with your name, and complete the matrix for existing and potential future trustees. This will help identify “governance gaps” where critical skills, experience and expertise may be missing.

### **For Additional Assistance**

If you have questions or need information, please contact us by calling (630) 613-7580 or by sending an e-mail to [blorsbach@governwell.net](mailto:blorsbach@governwell.net).

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