# The Healthcare Recruiter 48 Hour Fill Playbook

Facilities decide in days. Use this to see where your desk slows down, and make the ask on every call. Built from Virtual Equity Episode 1 with Nicole Evans. Type right in this file, then save or print.

Recruiter _____ Date _____

## 1. Speed Benchmarks

Write your honest current time for each step, then the goal you will hold yourself to.

| STEP | HEALTHCARE TARGET | MY CURRENT TIME | MY GOAL |
|---|---|---|---|
| First contact after the job order | Same day | | |
| Resume and profile built | Within 24 hours | | |
| Submitted to the facility | Within 48 hours | | |
| Interview scheduled | 1 to 2 days | | |
| Offer accepted, start confirmed | 1 to 2 weeks total | | |

## 2. The First Call Ask

Never hang up without the ask. Check off each one on the first or second call.

- [ ] Updated resume, requested on this call
- [ ] Active licenses and compact status confirmed
- [ ] Specialty, equipment experience, and years of experience confirmed
- [ ] Travel experience and recent assignment history
- [ ] Availability, start date, and locations they are open to
- [ ] References requested
- [ ] Asked: who else do you know who is looking right now?
- [ ] Next step and follow up time agreed before hanging up

**Roles I need to research this week (specialty, equipment, licensing):**

## 3. The Three Trait Self Check

Nicole's three things every recruiter must do. Rate yourself 1 to 5 and pick one action for this week.

### Communication

Do I connect, stay relatable, and learn what each person really wants?

Rating _____ One action this week _____

### Problem solving

When a fire starts, do I react fast and have a backup plan for the backup plan?

Rating _____ One action this week _____

### Discipline

Do I keep making calls and following up when the last placement high wears off?

Rating _____ One action this week _____

## 4. Referral Email Signature Builder

The Tip of the Week. One line in your signature asks for referrals every time you hit send.

Name _____

Title _____

Phone _____

Referral line The best gift you can give me is a referral.

☐ Added to my email signature ☐ Added to my text and LinkedIn messages

## 5. Build a Desk That Moves at Healthcare Speed

Want help setting the pace, the process, and the back office behind it? Book a call with Unified Linc.

### Book a call

Scan the code or click:
info-unifiedlinc.zohobookings.com

### Partner Network for agencies

Scan the code or click:
unifiedlinc.com/
healthcare-staffing-partner-network