Process Name: Recruiter Assignment and Activities
Date: September 14, 2005
Time: 11:10 a.m.
Location: ACr207
Participants:
Session Lead:

Narrative/Description: Once a recruiter is hired, they are assigned specific regions of the state and nation based on zip codes. A table is built in SIS that correlates each recruiter to the appropriate area. During the same time, the recruiting staff develops a proposed travel schedule for recruiting activities. Additionally, data extracts are done to provide list of potential student contacts based on zip code assignments. The recruiter is supplied with their specific travel itinerary and turned loose on the highway. When the recruiter returns to campus they turn over any prospect cards or applications to the office staff for manual input into the appropriate SIS screens. At this point, the prospect or application procedure is activated.

Electronic Inputs: Zip Code assignment table

Manual/Paper Inputs:
Key Decision Points (list all):
Related Policy(s): None

Interface to Other Systems: None
Web Features: None

Electronic Outputs: Data showing region assignments

Manual/Paper Outputs: Lists for recruiters showing potential clients

Customer(s): SRSU Staff, Faculty

Regulatory Items: None

Frequency/Volume: On going

Potential Break Points: Events rescheduled while in route
Bad data: addresses, phone numbers, etc.
Lack of proper system training

Automation: Limited to recruiting assignments and data extracts

Issues: Full automation needed
Lack of qualified recruiter applicant pool
Restrictions as to what types of data can be entered in SIS
Faulty data entry by staff/student assistants.
Excessive duplication of work.
Lack of training documentation