

## Recruitment and Induction Resources

Did you know that Sigma provides samples, templates, and resources for chapter leaders to make their recruitment and induction planning and communication efforts easier? Read more below about the different types of resources available and how they can assist with your chapter operations.

### RECRUITMENT:

Member recruitment is a year-round process and should start long before a potential member is eligible to receive an invitation. Sigma provides many resources in both digital and print format for chapters to share with prospective members. The digital versions are available for download in the All Chapter Officers Workgroup Library.

- Recruitment Brochure\*
- [Recruitment Brochure Template](#) (can be customized by chapters)
- [Recruitment Posters](#)
- [Member Orientation Card](#)
- [Mission and Vision Card](#)
- [Faculty Recruitment Flier](#)
- [Nurse Leader Recruitment Flier](#)
- [Resource Guide](#)



*\*Chapters can order professionally printed copies of these resources while quantities are in stock by completing the order form at [SigmaNursing.org/Forms/ResourceRequest](https://SigmaNursing.org/Forms/ResourceRequest) or by calling Member Services at 888.634.7575 (US/Canada toll-free) or +1.317.634.8171 (International). The chapter only pays the shipping costs.*

Other recruitment resources for chapter leaders to utilize to plan recruitment efforts are available in the All Chapter Officers Workgroup Library.

- [A Chapter's Guide to Successful Recruitment & Retention](#)
- [Recruitment and Induction Planning](#)
- [Get To Know Sigma](#) (recruitment PowerPoint template)
- ... and more!

# HIGHLIGHT (CONTINUED)

## INDUCTION:

After introducing your chapter to prospective members through recruitment, the next step is to issue invitations to those who meet Sigma membership eligibility criteria. Remember that invitations to join Sigma should never be a surprise to prospective members, so consider sending an [expectation email](#) before uploading their information into the Online Induction System (OIS).

Your chapter's induction is a special occasion because it is a continuation of the relationship-building between the candidate and your chapter. Plan adequate communication throughout the entire induction process. Those who accept the invitation to join should be informed of induction ceremony details and chapter involvement opportunities.

Sigma provides many tools and resources to help you plan, set up, and conduct a memorable induction ceremony for your new chapter members.

- [Planning Induction Ceremonies](#) (recorded training)
- [Online Induction System Manual](#)
- [Chapter Induction Script and Slides](#)
- [Induction Program Template](#)

After the induction ceremony, don't forget to schedule a [new member orientation](#) to help new chapter members learn more about membership benefits and ways to stay engaged with your chapter and Sigma. Also, keep in mind prospective members who were invited but did not accept their invitation. There are several reasons why they may not respond to their invitation at that time, and they may be interested in joining at a later date.

Sigma reaches out several times a year to candidates who haven't yet accepted to remind them of the opportunity, but chapters are also encouraged to reach out, as there can be so much value in a personal message coming from a chapter leader. Here are resources to help chapters craft follow-up communications and continue to build a relationship with candidates.

- [Sigma Sample Communication to Non-Joiners](#)
- [Sigma Sample Survey to Those Who Did Not Accept Invitation](#)

If you aren't sure where to start with recruitment efforts and induction planning, check out our new [recruitment and induction planning resources](#) to help build a tailored plan to meet your chapter's unique needs. For additional support, submit a consultation request at [SigmaNursing.org/Consultations](https://SigmaNursing.org/Consultations).

## CEREMONY TYPE IMPACT ON INDUCTION ACCEPTANCE RATES

If you are hoping to boost your acceptance rates this induction season, consider hosting | an in-person ceremony. Inductees are three times more likely to accept an invitation to an in-person ceremony vs. a no-ceremony and two times more likely to accept an invitation to in-person ceremony vs. a virtual ceremony.

# DOWNLOAD SPARK

## A chapter's guide to: **SUCCESSFUL RECRUITMENT & RETENTION**

Now available in the All Chapter Officers Workgroup on The Circle.



Use this guide to lead your chapter's recruitment and retention conversations, and develop various plans and activities to incorporate into your chapter's strategic plan.

<https://TheCircle.SigmaNursing.org>