

SAMPLE RECRUITMENT LETTERS

Sample Recruitment Letter #1

Dear (Insert Colleague's Name Here):

It is my pleasure to invite you to participate in a one-day meeting to assess our local public health system. The meeting will be conducted as a retreat at the (Insert Meeting Location Here) on, (Insert Date Here). It will be held from (Insert Time Here) until (Insert Time Here). Registration and continental breakfast will be from (Insert Time Here), with the meeting beginning promptly at (Insert Time Here). Lunch will be provided.

The (Insert Health Department Here) is one of numerous health departments in the state of (Insert State Here) participating in the CDC's National Public Health Performance Standards Program to strengthen public health systems. As you are aware, a public health system is made up of all public, private and voluntary entities that contribute to the delivery of essential public health services within a jurisdiction. In order to measure the performance of our local public health system, it is important to have representatives from organizations and sectors that are involved in our local public health system. CDC will analyze our completed assessment, and feedback will be provided in the form of a report that can be used to identify strengths and weaknesses both locally and statewide.

I am enclosing (a copy of the assessment) AND / OR (informational materials) so that you may begin preparing for our meeting. Also, directions to (Insert Meeting Location Here) are enclosed.

Please RSVP no later than (Insert Date Here) 2004, by email to (Insert Contact Name and Information Here), or by calling (Insert Contact Name Here) at (Insert Contact Information Here). I look forward to having you join together with other community partners to take a close look at our public health system.

Sincerely,

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Sample Recruitment Letter #2

Dear (Insert Colleague's Name Here):

The (Insert Health Department Here) cordially invites you to participate in an assessment of our local public health system. A public health system includes all public, private, and voluntary entities that contribute to the public's health and well being in our community. These can include health care providers, social service and community-based organizations, educational and faith institutions, transportation providers, public safety and emergency response organizations, and many others. Along with numerous other health departments in (INSERT STATE HERE), we will be utilizing the CDC's National Public Health Performance Standards Program (NPHPSP) assessment instrument to identify system strengths and areas for system improvement. This tool was developed CDC and seven national public health organizations, and is designed around the CDC's Ten Essential Public Health Services (informational materials are enclosed).

To begin the system assessment process, we will be meeting with our public health partners on (Insert Date Here), 2004 from (Insert Time Here) until (Insert Time Here) in (Insert Meeting Location Here). Directions are enclosed.

We hope that you (or your organizational representative) will be able to join us. If you would, please respond with your acceptance or regrets by (Insert Date Here), to (Insert Contact Name Here): Phone: (Insert Contact Information Here) or e-mail: (Insert Contact Information Here). In order to facilitate the process, we would appreciate it if you could look over the assessment instrument prior to the initial meeting. The tool is available for download at <http://www.cdc.gov/od/ocphp/nphpsp/TheInstruments.htm>. Should you have any problems accessing the document, please let (Contact Name and Information) know and we will make you a copy.

We look forward to working with you on this endeavor.

Sincerely,

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Sample Recruitment Letter #3

Dear (Insert Colleague's Name Here):

I am writing to ask you to participate in an exciting project that will bring us together to take a look at how our local public health "system" fares in comparison to a set of new national standards. Some of you are already familiar with the CDC's Public Health Performance Standards Program. For those who are not familiar with this program, I should tell you that (INSERT STATE HERE) is one of several states that is implementing the national standards project this year.

The (Insert Health Department Here) is leading and staffing the standards project and we will have a professional facilitator helping us to complete the task. Even though the local health department is a central figure in the standards project, we complete this assessment with all of our community health partners who play such important roles in promoting and preserving the health of (Insert Community Here). This includes the whole spectrum of service providers who are involved in primary prevention, youth programs, elderly services, schools, home health agencies, community health centers, hospitals, etc.

In order to complete the standards assessment with input from all major health system entities, I am asking you to make a commitment to spend (Insert Time Commitment Here) working with us to discuss and respond to a series of questions about the status of our public health system, using a rating scale that will be explained to you before the workshops. I will provide more detailed information about the standards project in the next few weeks so that you can prepare for the sessions in advance.

For the moment, I need to know how many of you can make the commitment to participate. The workshops will be held on (Insert Date Here) from (Insert Time Here) and (Insert Date Here) from (Insert Time Here). Both sessions will be held at (Insert Meeting Site Here). Directions to (Insert Meeting Site Here) are enclosed. Lunch will be provided. I appreciate that this is a large time commitment but it is also an important endeavor that should ultimately lead to a public health system improvement plan that will benefit the entire (Insert Community Here) population and improve coordination and collaboration among our health system entities. Thank you in advance to all who will give of their time to this endeavor!

Sincerely,

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