HOW TO MONITOR RECRUITMENT PROCESS & PERFORMANCE

Trial designers and staff can reference this chart to monitor and evaluate both the recruitment process and performance with meaningful metrics.

**Plan**
- Develop testable interventions/tactics
- Secure stakeholder buy-in
- Define measurable goals
- Identify meaningful metrics for each goal
- Define success for each metric
- Identify the required data for each metric

**Do**
- Embed testable recruitment interventions/tactics into trials
- Deploy testable recruitment interventions/tactics
- Collect process and performance data

**Check**
- Analyze collected process and performance data to measure and evaluate

**Act**
- Re-assess & revise
- Make improvements
- Develop rapid tests of change
- Share knowledge & experience