



Hiring New Employees Checklist

*This is an extra resource to go along with the original article:
[Creating employee protocol: Keep your staff satisfied and effective](#)*

Hiring a new employee always feels like a bit of a risk. Your new staff member may have great references, experience, and make a pleasant first impression. But you won't really know how he or she performs until that first shift.

Here's a quick checklist to make sure you pick the right person for the job and do a good job of training and transitioning your new hires.

1. Has the candidate provided at least two references?
YES _____ NO _____
2. Does the candidate have any work experience in healthcare or in a related (customer service/hospitality) field?
YES _____ NO _____
3. Has the candidate displayed a friendly and teachable manner?
YES _____ NO _____

If you answered "YES" to the above questions, congratulations! You may have found your new hire. Now for training....

4. Have you provided your new hire with employee protocol, and reviewed critical information with him/her?
YES _____ NO _____
5. Have you given your new hire an opportunity to ask questions?
YES _____ NO _____
6. Is your new hire educated about HIPAA requirements?
YES _____ NO _____
7. Is your new hire trained to use EMR (electronic medical records)?
YES _____ NO _____
8. Have you reviewed your practice's mission statement/overall vision with your new hire?
YES _____ NO _____