

**Practice Management Nugget ©
Webinar Learning Guide**

How to Hire Employees in Your Healthcare Practice

Thursday, February 12, 2015 30 minutes

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1. Employees are central to your healthcare practice

- Hiring the right employee will make your healthcare practice:
- Productive and provide good services to your patients and clients
- Positive place to work and to receive care
- Promote your business

2. Engaged employees = higher patient satisfaction = _____

3. Hiring process cycle:



4. Stage 1 Essential Skills Criteria

5. Stage 2 Job Description

6. Stage 3 Job Posting
- a. Salary Review / SWOT
 - b. Application Form

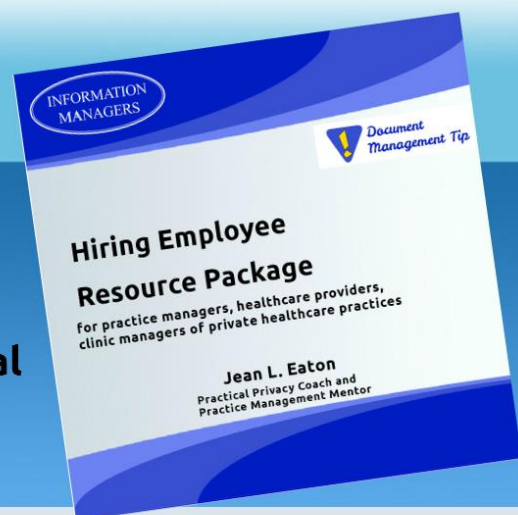
7. Stage 4 Interview
- a. Behaviour Description Interview Questions
 - b. Police Information Check
 - c. Introduction to your clinic

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8. Stage 5 Short-list against criteria
 - a. Candidate Ranking
 - b. Candidate Evaluation Form
 - c. Reference Check Form and Employer's Guide
9. Stage 6 Letter of offer
10. Stage 7 Orientation
 - a. Employee Information Form
 - b. Orientation Checklist
 - c. Employee Security Checklist
11. Stage 8 Performance Review
12. Stage 9 Termination
 - a. Exit Interview
 - b. Exit Interview Questionnaire
 - c. Employee Security Checklist

Hiring Employee Resource Package

- ✓ Templates you can use right away
- ✓ Recruitment, interview, orientation, performance appraisal
- ✓ Podcast interviews from experts



informationmanagers.ca/hiring-templates

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FREE Resources

Information Managers - see <http://informationmanagers.ca/digital-resources>
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Sample BDI questions provided by Nelson Scott. For more information about BDI, listen to the Practice Management Nugget interview with Nelson Scott or go to [Interview Right to Hire Right](#), at <http://greatstaffrecognition.com/presentations/interview.htm>. Article, Interview questions identify top performers, <http://informationmanagers.ca/interview-questions/>.

[Briefly Noted Newsletter](#) by Nelson Scott, SEA Consulting
<http://greatstaffrecognition.com/briefly/signup.htm>

[10 Tips Newsletter for Managers and Supervisors](#) by Paula J. MacLean, Silver Creek Press
<http://www.silvercreekpress.ca/newsletter>

Practice Management Nuggets© weekly interview series with practice managers, healthcare providers, or trusted vendors who support healthcare practices. Topics include things you need to know to help you start, grow, fix, or maintain your healthcare practice. Hosted by Jean Eaton, The Practice Management Mentor. See <http://www.informationmanagers.ca/privacy-training> for upcoming events.