



Hiring Packet

Adding New Members



Effective Hiring



Group Composition



Training Systems

- Bite size training expectations
- Specific timeframes
- Constant involvement
- Clearly defined accomplishments

The Hiring Process

Step 1.

The Ad – Newspaper/Websites

- Desired qualifications
- Office mission
- Fax number

Step 2.

Phone Interview – 10-15mins.

- Confirm information in résumé
- Set-up interview

Step 3.

Personal Interview – 60 mins.

- Doctor interview
 - ✓ Focus on strengths and weaknesses
 - ✓ Identify potential
 - ✓ Determine what they want from a “boss”
- Team interview
 - ✓ Determine learning style
 - ✓ Discuss teamwork in your office
 - ✓ Identify team strengths & weaknesses

Step 4.

Working Interview

- Temporary paid position
- Don't just watch – ***TRAIN!***
- Support their success

Step 5.

Reference Check

- Can not ask personal data
- Avoid gossiping
- Identify employer attitude and time of separation

Instructions

Use the following pages to record the information you gather from both the potential new hire and the personal reference.

These documents should be signed and filed in an EMPLOYER ONLY hiring file for each candidate.

Interviewing: The purpose of effective interviewing questions is to assist in selecting people who possess values that are important to your practice.

The following questions are designed to identify the way the candidate thinks, what they bring to the position and what they want from an employer. After those areas have been identified, it is important to identify what experience and skill sets they bring to the position. Remember, you can teach specifics; not attitude smarts and values.

Checking References: The purpose of checking references is to reduce employer liability and ensure an effective hire.

ALWAYS check references! You are liable for any problems which may arise. If you have thorough documentation of your reference checks, the courts view your actions as "doing your best" to avoid a bad hire.

12 Effective Interview Questions

1. What's your greatest strength?

Purpose: To describe themselves.

2. What is your Achilles heel or your weakness?

Purpose: This often stumps people, but if someone can self-assess and has self-knowledge, they can answer this question. People with self-knowledge are typically easier to manage because they understand their strengths and weaknesses and they work to manage them.

3. What's the next thing you need to learn?

Purpose: To identify attitudes toward learning. To look at ability for self-assessment.

4. Imagine your best boss, describe his/her best trait.

Purpose: To determine how they view their boss and what's important to them.

5. Imagine your worst boss, describe his/her best trait.

Purpose: To determine if they can balance between answering the question and putting a positive spin on a difficult question. Or, whether they fall into whining about how bad their situation was.

6. What does the day look like on those mornings when you get up and say to yourself, "I can hardly wait to go to the office today because . . .?"

Purpose: To identify what motivates them.

7. The next morning you wake up and say to yourself, "I really don't want to go to the office today because, . . ." Why do you say that?

Purpose: To identify demotivators.

8. In your career, describe your biggest success. What made it so?

Purpose: To find out what they have accomplished and why they think it is important; values.

9. In your career, what's the one thing, if you had the chance to do over again, you would do differently? What would you do differently?

Purpose: To assess if they learn from their mistakes, and to determine if they can admit their mistakes.

11. Imagine you've been in the position six months. How would you finish the sentence, "I'm glad I took this job because . . ."

Purpose: To assess if they learn from their mistakes, and to determine if they can admit their mistakes.

12. If you could choose someone in history who best exemplifies you, who would you choose?

Purpose: To identify the traits they aspire to embody; their potential and desires.

CANDIDATE: _____

DATE: _____

INTERVIEWER: _____ (signature)

