



AMERICAN OPTOMETRIC ASSOCIATION

Paraoptometric Recruiting & Retention Program

Checklist for Recruiting New Staff

- Post the position – utilize local job boards, recruiting sites, practice website/office newsletter
- Job Description – identify the job title, position summary, competencies, education requirements, and computer skills for the candidate
- Phone Screening – speak with candidate over the phone as a preliminary interview step; ensure the candidate understands the role prior to interviewing to be sure an interview is a logical next step
- Schedule and conduct interviews – utilize the same questions when conducting interviews to conduct unbiased interviews; take notes for referencing after interviews are complete
- Review candidates – reference notes from interviews and identify your top candidate; create a ranking system in case your first choice declines the offer
- Notify and verbally offer the position to your candidate – inform the candidate that a formal offer letter will be mailed as well
- Offer letter – mail the candidate a formal offer letter defining their title, their pay, and express excitement for having them join the team; include an invitation to have lunch with the office team before they start their first day as a way to make them feel valued and welcome
- Orientation plan – draft a schedule for the new employee to follow over their first few weeks/first month which should include shadowing other staff/doctor
*This Orientation Plan serves as a segue into the onboarding process