

# Managing the Dental Team

## ADA's Guidelines for Practice Success™ (GPS™)

### SAMPLE NEW HIRE CHECKLIST

#### Prior to Hire

- Employee application on file
- References checked
- Background check forms signed
- Background check completed

#### Upon Hiring

- Create personnel file
- Prepare and release new hire letter and any state required wage notices
- Provide information on the Affordable Care Act/notice of health insurance coverage
- Completed I-9 form, federal-state withholding W-4, and state withholding forms
- Prepare a copy of the Employee Handbook or Employee Policy Manual and secure the signed and dated form acknowledging the individual received the manual
- Initial all topics items discussed with employee to include:
  - ✓ Schedule
  - ✓ Getting acquainted period
  - ✓ Performance reviews and corrective action policy
  - ✓ Salary
  - ✓ Bonus plan
  - ✓ Insurance benefits eligibility
  - ✓ Sick leave/call out procedure
  - ✓ Vacation eligibility
  - ✓ Recording of time
  - ✓ Open door/employee concern reporting
- Obtain copies of any necessary certifications
- Have two copies of the job description; one for the employee and the other for his/her personnel file
- Personal keys/access codes (if applicable)
- Nametag/uniform (if provided by office)
- Hepatitis B Vaccine (HBV) Acceptance/Declination (medical/dental only)
- HIPAA training
- OSHA training if required for the position

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