On-boarding: Doctors

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New Hire Workflow & Resources

DVM Onboarding Checklist

Step-by-step checklist to guide what's needed for a new hire's first day and week.

New Hire DVM Checklist 2026.pdf

Scrubs Benefit Policy

Welcome to the Team Printable Poster.pdf

Full Cycle Hiring and Onboarding SOP

Outlines the full hiring process from posting a requisition through onboarding, including task owners and timelines.

DVM Onboarding SOP.pdf

Entering and Maintaining Licensing Information in Paycom

Instructions on how and when to enter, update, and manage license details in Paycom for compliance and tracking.

Licensing Info SOP Paycom.pdf

Hospital Website Updates

To ensure prioritized and timely updates, please submit a Support Ticket for all website changes.

- **Update Team Member Bios or Headshots:** Submit a Marketing Support Ticket.
- **Hospital Website Operational Updates:** Submit a Marketing Support Ticket. Tickets go directly to our marketing agency for the fastest resolution. Please allow 4 business days before following up. (Examples: hours of operation, Care Companion Plans, service offerings, etc.)

We appreciate your continued partnership as we build a long-term marketing support model for our community of practices.

DVM Mentorship Guide: New and Recent Grads

The DVM Mentorship Guide and Checklists are resources designed to help mentors and mentees. These resources

are Word docs that can be modified to fit specific mentee and hospital needs.

WellHaven DVM Mentorship Guide (for new and recent grads)

Checklists

- Medical Case Review Checklist
- Procedural Checklist
- Surgery Checklist