On-boarding: Para Staff

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Para Hiring Resources

This resource outlines the complete process for hiring, onboarding, and supporting Para team members. It includes step-by-step guides, recruiting tools, onboarding checklists, and retention strategies. Each section below matches the hiring lifecycle for quick reference.

1. Determining Hospital Needs

Guidelines for assessing staffing gaps, defining roles, and securing approvals before posting jobs.

- Para Hiring Support & Lifecycle Roadmap.pdf

2. Sourcing Qualified Candidates

Platforms and networks for finding licensed and support staff, plus outreach strategies to attract top talent.

- Indeed
- AVMA-Accredited Vet Tech Programs
- LinkedIn
- Veterinary Technician Job Network of the USA (Facebook Group)
- The Positive Vet Tech! (Facebook Group)

3. Candidate Assessment & Interviewing

Resources for structured interviews, scorecards, and legal hiring practices to ensure a fair process.

- ClearCo Job Requisitions

4. Onboarding with Intention

Steps to smoothly transition new hires into the team, including Paycom setup and onboarding checklists.

- Paycom Onboarding
- Licensing Info SOP Paycom.pdf
- **Update Team Member Bios or Headshots:** Submit a Marketing Support Ticket.
- Scrubs Benefit 2025.pdf

5. Support & Retention

First-day requirements, role-specific training materials, and ongoing mentorship support.

- Paycom - Activate Employee (PDF)
- PM - How to First Day Paycom Training (PDF)

- Job Role Training

Interview Guides

A Interview Question Guide - Ask THIS, not THAT

A Interview Question Guide - Ask THIS, Not THAT.pdf

CVT In-Person Interview/Observation Guide

CVT In-Person Interview-Observation Guide.pdf

Kennel Assistant In-Person Interview/Observation Guide

Kennel Assistant In-Person Interview-Observation Guide.pdf

Lead CVT In-Person Interview/Observation Guide

Lead CVT In-Person Interview-Observation Guide.pdf

Lead Veterinary Receptionist In-Person Interview/Observation Guide

Lead Veterinary Receptionist In-Person Interview-Observation Guide.pdf

Veterinary Assistant In-Person Interview/Observation Guide

Veterinary Assistant In-Person Interview-Observation Guide.pdf

Veterinary Receptionist In-Person Interview/Observation Guide

Veterinary Receptionist In-Person Interview-Observation Guide.pdf

Phased Training Guides

Job Role Training: Receptionist

Receptionist Guide (New Team Members)

Jobs Role Training: Veterinary Assistant

Veterinary Assistant Guide

Job Role Training: Veterinary Technician

Veterinary Technician Guide and Tools

Job Role Training: Practice Manager

Practice Manger Guide and Training Materials