

# 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](#)

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## 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

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## 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

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