Para Hiring Resources

Last Modified on 07/09/2026 1:17 pm PDT

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