



HOW TO HIRE A GREAT CHIROPRACTIC TEAM MEMBER

POLICY MANUAL

- Mission Statement
- Working Environment
 - Dress Code
 - Smoking Policy
- Important Commitments
 - Confidential Information
 - Conflict of Interest
 - Standards of Workplace Behavior

POLICY MANUAL

- Job Performance
 - Open Door Policy
 - Performance & Behavior that Violates our Standards
 - Evaluations
 - Job References
- Schedule, Timekeeping & Wages
 - Employee Classification
 - Working Hours / Lunch Periods / Overtime
 - Absence / Tardiness
 - Payroll

POLICY MANUAL

- Benefits
 - Vacation
 - Sick Time
 - Holidays
 - Time off without pay
 - Chiropractic Care
- Travel Policy & Expense Reimbursement
- Compensation



JOB DESCRIPTIONS

- Create general & detailed job description for each position
- Expectations should be documented in detailed job description

TIME TO ADVERTISE

- Advertise in local paper
- Call & send classified ad to technical colleges

Part-time Chiropractic Asst. Hours: 8am-1:30pm
M-F. If you love to help people, are detail oriented, can multi-task with ease in a busy office while keeping a positive & professional attitude, you might be right for this job. Send resume w/salary requirements to:
Comprehensive Chiropractic, address, fax, email.
No phone calls please.

INTERVIEWS

- Review Resumes
- 3 Step Interview Process
 - Telephone Interview
 - In Office Interview
 - Work-With Interview

TELEPHONE INTERVIEW

- Use standard form with standard questions
- Phone skills
- Speaking voice
- Professional speaking
- Ability to respond to questions
- Answers to questions can qualify or disqualify

IN OFFICE INTERVIEW

- Use standard form with standard questions
- Questions will qualify or disqualify
- Professional appearance
- Knowledge of Chiropractic
- Knowledge & research of your company
- Eye contact
- The “Spark”

WORK-WITH INTERVIEW

- Interaction with patients, staff & doctors.
- Benefits to both interviewee & interviewer
 - Job
 - People
- Team feedback



THE "BIG" DECISION



WELCOME TO MANAGEMENT