Manager's Hiring Checklist

Pre-start:

- ☐ Job offer
- ☐ Employee Agreement
- ☐ Handbook signature
- ☐ All Relevant Policy signatures (Section 6 of Resource Library)
- ☐ NDA
- ☐ W2 and payroll info, including ACH

Start:

- ☐ Give needed equipment as appropriate with signed form (office key, credit card, tablet, laptop, etc.)
- ☐ Set up software access with appropriate logins and passwords
    - ☐ G-Suite
        - ☐ Email
        - ☐ Calendar
        - ☐ Drive
    - ☐ PT Everywhere
    - ☐ Aylara CRM (GoGrid)
    - ☐ QBO (if appropriate)
    - ☐ Any other office-specific software as needed (task management, etc.)
    - ☐ Connect to social media
- ☐ Get headshot and bio for website and cards (send to Aylara Corporate Leadership)
- ☐ Order business cards
- ☐ Orient to clinic
    - ☐ Desk
    - ☐ Locker (or equivalent)
    - ☐ Show supplies and equipment

Employee starts Orientation Videos and Shadowing