

Hiring Clinical Staff: Checklist

Jeff Zimmerman, Ph.D., ABPP

Before hiring staff, get prepared by addressing the following items.

Prior to Starting Your Search for Candidates

- Determine the direction in which you want your practice to expand.
- Consider part-time roles for staff.
- Write up a brief job description.
- Be clear about your model and the amount of compensation you will offer.
- Decide on relevant policies and procedures you would want any candidate to follow.

Beginning Your Search for Candidates

- Ask colleagues for suggestions.
- Leverage technology.
- Embrace diversity .

Screening Candidates

- Verify credentials and experience.
- Check references.
- Check candidates' backgrounds .

Interviewing Candidates

- Take your time in the interview.
- Structure the interview.
- Check for cultural fit.
- Ask candidates to describe a case (regardless of approach and outcome).
- Ask candidates to describe their strengths and weaknesses.
- Observe the candidate's communication skills.
- Look for skills that will add to and enrich your practice.
- Assess commitment to ongoing professional development.
- Get multiple sources of input.

When You Are Ready to Make A Job Offer

- Have a written Employment Contract and get legal input from an employment attorney that represents employers.

Member Note: TPI members have access to our expanded guides. For more information about Hiring Clinical Staff be sure to check out our Tips Guide.

The practice of your dreams can be your reality. If you're looking for personalized guidance or more on this topic, consider a one-on-one consultation with a TPI consultant. Contact us at support@thepracticeinstitute.com to arrange a convenient time.

TPI members have access to our expanded checklists, guides, and tips; a free one-on-one consultation; access to our on-demand Answer Desk; and free small group discussions on a variety of practice needs.

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