BEFORE YOUR HIRE YOUR FIRST EMPLOYEE CHECKLIST

This is a list of things to consider and take action on before hiring your first employee. Some things may not be required depending on the state you are in, so check your state guidelines.

- [ ] Get a figure for how much each new therapist will cost your business. For example, how much to add a clinician to EHR, malpractice insurance, workman's comp, phone lines, business cards, etc. This way you will get a feel for how many hours you need them to work. Remember the figures pretty much stay the same for hiring a full time or part time employee, so it makes more sense to have clinicians work a minimum of 10 hours to make it financially worth it, unless your business plan is otherwise.

- [ ] Decide what you need from a potential therapist (specific niche, certain days and times to work). This will help weed out therapists who are not a good fit.

- [ ] Make an office space spreadsheet so as you hire clinicians you can place them in a room that fits their schedule another clinicians' schedules. As you grow, it becomes a Tetris game.

- [ ] Check over your intake paperwork and make sure it is up to date. Changing things once you have employees is a longer process so it is easier to make changes to intake paperwork before you start to hire clinicians. Plus some of the wording may need to change in your paperwork going from solo to group (for example, you may have used "I" and "me" pronouns and as a group must change it to "our" and "we."

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- [ ] Make an employee or practice manual. Put in policies and procedures (from intake to first appointment, timeliness of notes, answering client calls in a timely manner, and how), opening and closing procedures, sick time, descriptions of any incentives, information they may need, like your business address, fax, phone, TIN, NPI-2, payroll (when/how), marketing expectations (if any), supervision info, etc. This will be adjusted as you grow. But it will save you time explaining things over and over.

- [ ] Decide if you need a Supervision or Case Consultation group for your employees. A good time to do it is during an off peak time (like Mondays at noon). That way anyone who can come can consult with each other. There you can also go over new policies, updates in the practice, etc. It also sets a precedence that you care about their well-being and their ability to get feedback and rapport with one another.

- [ ] Have an attorney you and your employees can get feedback from relating to case consultation issues. We use NYE Law Group and they offer unlimited phone consultation for private practitioners for a low fee.

- [ ] Come up with a job description. Outline what you expect from them, what they can expect from you, the hours you need (or days or times).

- [ ] Make a template for an employee evaluation based off of their job description. This way once their probationary period or first year is over, you can look at something objective to see if they have areas in need of growth or areas in which they are excelling. Again, this is something that can change and grow over time as you realize what things you need from them.