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# ONBOARDING

# ONBOARDING YOUR NEW TEAM MEMBER

Congratulations - you have hired a valuable new team member who shares your passion for patient satisfaction, care, and practice growth!

Now it's time to properly welcome your new hire. Use the following checklist during the onboarding process to ensure it is seamless.

## In this section you'll get



**Onboarding Checklist**



**Resource Links:  
Onboarding & Leadership**





## ONBOARDING CHECKLIST

### Before the First Day

- Send the formal offer in contract form with the official job description for the position so that all expectations are documented.
- Notify your office manager of the new employee's payment terms, benefits package, etc.
- Notify your team of your new hire.
- Send your welcome packet, including:
  - Who is their point of contact? Who do they report to?
  - Office holidays and closures.
  - Official job description clearly outlining schedule, work hours and all responsibilities and expectations.

### On the First Day

- Send an email to your team or host a standup to formally welcome your new team member.
- Meet with your office manager to complete any remaining employee paperwork and review practice policies.
- Update relevant marketing materials as needed (website, flyers, social media, etc.).
- Show your new hire their work space.
- Discuss performance evaluations and how the employee will be assessed.





## RESOURCE LINKS: ONBOARDING & LEADERSHIP

[5 Strategies to Retain Your Dental Team](#)

[Hire Slow. Fire Fast. Know When to Let Go.](#)

[Be a Boss People Love to Work For](#)

[Is a Valued Team Member About to Make a Move?](#)

[Want Dental Office Team Success? Understand these 6 Core Needs.](#)

[Managing Four Generations in the Workplace](#)



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DentalPost is the dental industry's premier and largest online and mobile job board, connecting and educating more than 850,000 job seekers in the U.S. and Canada to build better places to work through teams that excel.

Founded by Tonya Lanthier, a Registered Dental Hygienist, DentalPost leads the industry in metric-based career matching including personality tests as well as values, skills and work culture assessments to assist in selecting the best match for each position.

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