

Dental Practice Hiring Checklist

✓ 1. Pre-Hiring Preparation

- Identify staffing needs (position, full-time/part-time, temporary/permanent)
- Review/up-to-date job description (include duties, required certifications, experience)
- Set compensation range and benefits package
- Confirm budget approval
- Choose recruitment channels:
 - ☐ Indeed
 - ☐ Dental job boards (e.g. Oral Health Group, RCDSO classified)
 - ☐ Internal referrals
 - ☐ Social media / website

✓ 2. Job Posting & Promotion

- Post job ad with clear role summary, qualifications, and location
- Highlight workplace culture and benefits
- Set closing date or "until filled" policy
- Promote internally (to encourage referrals)

✓ 3. Candidate Screening

- Review all incoming resumes
- Shortlist candidates based on:
 - ☐ Education & certifications (e.g. RDA, CDA, HARP)
 - ☐ Relevant dental experience
 - ☐ Soft skills (teamwork, communication)
- Conduct phone or video pre-screen interviews

✓ 4. Interviews

- Schedule in-person or virtual interviews
- Prepare standardized interview questions:
 - ☐ Technical knowledge (e.g. sterilization, charting)
 - ☐ Patient care scenarios
 - ☐ Communication skills
- Evaluate with consistent scoring criteria
- Discuss availability, wage expectations, commute

✓ 5. Reference & Background Checks

- Request 2–3 professional references
- Contact references (ask about reliability, performance, strengths/areas to improve)

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- Verify licenses and certifications (e.g. RCDSO, NDAEB)
- Perform background check if applicable

✓ 6. Hiring Decision

- Select final candidate
- Prepare offer letter (include wage, hours, probation period, benefits)
- Send offer and confirm acceptance
- Notify unsuccessful candidates

✓ 7. Pre-Onboarding

- Send welcome email with start date, hours, dress code, location, and parking info
- Prepare onboarding documents:
 - ☐ Employment agreement
 - ☐ Confidentiality agreement
 - ☐ Direct deposit form
 - ☐ Policy handbook
- Add to payroll system
- Set up email, login credentials (if applicable)

✓ 8. First Day & Onboarding

- Conduct office tour
- Introduce team members
- Review infection control protocols & IPAC policies
- Train on:
 - ☐ Software (e.g. Dentrix, ABELDent, Tracker)
 - ☐ Phone scripts
 - ☐ Scheduling procedures
 - ☐ Charting & documentation
- Assign onboarding mentor/buddy
- Review daily expectations and responsibilities

✓ 9. Follow-Up

- Check-in after 1 week, 30 days, and 90 days
- Collect feedback from team and new hire
- Address concerns or additional training needs
- Confirm continuation post-probation period