

START:

START: Table of Contents

Step 1	Have a Clear Picture of the Person You Want to Hire 3
	Applicant Evaluation Form 5
Step 2	Promote the Position 7
	Sample Ads 9
Step 3	Interview Time-Saver: The Telephone Screening 11
	Telephone Screening Form 13
Step 4	The 3-Step Interview Process 15
	Interview #1: Get to Know the Applicant 17
	Sample Interview Questions 19
	Interview Summary 20
	Interview #2: The Skills Assessment Interview 21
	Testing Possibilities 22
	Interview #3: Lunch with the Staff 23
Step 5	The Vital Step: Check References 25
Step 6	Make the Job Offer 29
	Thank all Applicants 29
Step 7	Commit to the New Employee's Success: Develop a Training Plan... 31
	Training Plan Form 33
	First Day Orientation 35
Step 8	Human Resources Necessity: The Job Description 37
	Job Description Worksheet 39
	Sample Job Descriptions
	Dental Hygienist 41
	Dental Assistant 43
	Appointment Administrator 45
	Financial Coordinator 48
	Forms Resource Inside Back Cover

