|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task Category | Task | Assigned To | Completed (Y/N) | Date Completed |
| Pre-Hire | Offer letter sent and signed |  |  |  |
| Pre-Hire | Background check completed |  |  |  |
| Pre-Hire | Licensure/Certification verified |  |  |  |
| Pre-Hire | Employment eligibility (I-9) confirmed |  |  |  |
| Pre-Hire | Create employee file (digital/physical) |  |  |  |
| First Day | Welcome and introductions |  |  |  |
| First Day | Review employee handbook |  |  |  |
| First Day | Collect tax forms (W-4, etc.) |  |  |  |
| First Day | Setup email, EHR login, and passwords |  |  |  |
| First Day | Provide badge/access credentials |  |  |  |
| Week 1 | Training on EHR system |  |  |  |
| Week 1 | Review practice policies and procedures |  |  |  |
| Week 1 | HIPAA & compliance training |  |  |  |
| Week 1 | Emergency protocols & incident reporting |  |  |  |
| Week 1 | Shadowing sessions scheduled |  |  |  |
| First 30 Days | Schedule 1-on-1 check-in |  |  |  |
| First 30 Days | Review job expectations and goals |  |  |  |
| First 30 Days | Complete any required CE modules |  |  |  |
| First 30 Days | Initial feedback collection |  |  |  |