



CHIROPRACTIC MASTERS
INTERNATIONAL

Chiropractic Assistant Hiring Checklist

- Use electronic versus print ads [Human Resource Development (City)]
- Perform a phone interview
- Perform a group interview
- Perform D.I.S.C. profiling for proper hiring position
- Have top 3 candidates shadow 1 shift
- Establish hourly wages, hours worked and bonuses [start at month 3]
- Use signed agreement & checklist
- Set weekly training session – 1 to 2 hours
- Establish 30 day trial >>> 60 day trial >>> 90 day trial (performance evaluations)
- Establish 5 practice and 5 team objectives
- Create C.A. Operational Manual using your CMI Blackbelt CA Procedural Manual – update yearly
- Pre – book quarterly performance evaluation – beginning of every quarter
- Book quarterly A-Z training
- Establish quarterly relationship events