

Veterinary Technician Recruiting How-to Guide

1. **Getting Approval**

- a. If you are replacing a departing employee, only COS approval is required.
- b. If you are adding a growth position, or if your proposed new hire is in conflict with a seasonal staffing plan, please gain approval from your Regional Manager.

2. **Writing your Ad**

Create a creative job description / advertisement for your open Technician position.

Pro Tips

- a. Use SkyWorld as a resource for creating a Veterinary Technician advertisement.
- b. Boost online visibly by using the phrase “Veterinary Technician” at least 5 times.
- c. Be creative with your advertisement by adding personal touches about the hospital.
- d. List shifts available if possible.
- e. Please do not include the rate / salary of the position.

3. **Posting your Ad**

- a. Set up your ad on your practice’s Indeed account by following these steps (see *TechRecruiting_Indeed account set up*)
 - i. Use your corporate card for the sponsorship charges
 - ii. Use the dealbreaker option to ensure you're getting applicants with experience such as “Needs to have at least 1 year of Veterinary Technician experience to apply.”
 - iii. When choosing a sponsorship use per application for a goal of 10 applications.
- b. Add it to the Careers sections of your practice’s website (see *Adding / Removing a Job Ad to Your Website in SkyWorld*)

4. **Managing Applicants**

- a. Check Indeed daily for applications
- b. Follow up with applicants within 24-48hrs either by a phone call or direct message.
- c. Please see *TechRecruiting_Screening Questions* in SkyWorld to use as a for your first initial phone screen.
- d. Schedule qualified candidates for an in person interview and/or working interview within 1-2 weeks of the initial screening interview.

5. **Conducting Interviews**

- a. Interviews should take place in person, at your practice.
- b. Please see SkyWorld (*TechRecruiting_Interview Questions*) for a list of questions to ask during the interview.

6. **Extending Offers**

- a. Offer the position via a phone call and follow up with an offer letter along with benefits guide
 - i. Please see SkyWorld for an offer letter template and benefits summary. (*Benefits Summary* and *TechRecruiting_Offer Letter Template*).
- b. If you are unsure on what salary to offer, please consult your regional manager for guidance.

7. **Onboarding New Hires**

- a. 1-2 weeks prior to their start date: gain necessary info to onboard your new hire into Dayforce.
 - i. Instructions for Dayforce entry are located on SkyWorld (see *How to Add a New Hire / Onboarding on Dayforce*).
- b. 1 week prior to their start date: confirm their first week's schedule and follow up with them to make sure they have gone through the onboarding process in Dayforce.
- c. First day of employment:

- i. Upload their completed 1-9 and required identification to their Dayforce profile.
 - ii. Set dates for their 30/60/90 day reviews.
 - iii. The Welcoming Support Staff Quick Start Guide is located on SkyWorld
- d. Within 30 days of their start date: Remind full-time employees to sign up for medical benefits or sign the waiver in Dayforce if they do not require medical insurance.