

## **Human Resources Training and Manual Content**

This Human Resources Manual and Training videos are designed for your Human Resources Manager to have the full suite of documents, letter templates, scripting and training videos at your fingertips.

You will be able to use the materials to work on the training based on the schedule that *Shimmin Consulting* and your consultant develop together. This material will also be useful for training a new Human Resources Manager to receive the same proven results that the *Shimmin Consulting* team has been providing clients for years.

### **Documents Included:**

#### Disciplinary Actions

- HR – Verbal Warning
- HR – Written Warning

#### Detailed Job Descriptions

- HR Manager
- Assistant
- Clinical Lead
- Financial Coordinator
- Office Manager
- Scheduling Coordinator
- Treatment Coordinator

#### New Hire Ads

- New Hire - Financial Coordinator
- New Hire - Front Office Manager
- New Hire - Ortho Assistant
- New Hire - Public Relations Coordinator
- New Hire - Scheduling Coordinator
- New Hire - Treatment Coordinator

#### New Hire Documents

- Employee Application
- Essay Questions for Manager Position
- Interview Questions for Manager Position
- Sample Interview Questions

#### Performance Reviews

- 90-Day Evaluation
- Employee Evaluation – Assistant
- Employee Evaluation – Front Office
- Employee Performance Appraisal
- Employee Performance Log
- Peer Staff Evaluation
- Performance Factors

#### Additional Forms

- Employee Goals Form
- Employee Treatment Benefit Letter
- Request for Leave of Absence Form
- Request for Vacation Form