



## 4 Tips for Proper Employee Selection

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Selecting the proper employee can make or break your medical practice, regardless of your specialty.

So much so that we wrote a piece on the entire recruitment process for *MedEsthetics* magazine, due out within the next few issues. Of course, we're happy to let you know when it's published on our blog [here](#). In the meantime, we're providing more information on an isolated part of the process: what to consider when hiring a new employee.

Whether that person is an aesthetician, medical assistant, nurse or receptionist, all members of your practice are incredibly important: they represent you, your brand and the manner in which you are perceived by your patients and the public as a whole. A rude receptionist sets the tone for the entire visit... should a patient choose to book that appointment after a less-than-lovely phone interaction. From poor bedside manner to employee theft and clerical errors in your practice management software, curb the issues before they arise with a few of these simple selection tips:

- Once you post the position, carefully scrutinize the resumes as they begin to arrive. Eliminate typos, illegible formats and other initial turnoffs.
- Review the length of time the candidate spent with his/her previous employers. Warning signs appear when you see a series of five-month employers, and you don't want to add your name to that list.
- Confirm past employer references and verify your prospect's industry-related experience.
- Review scheduling conflicts. If the possible new employee is unavailable during your peak hours, wish them well on their search and explain you're not the office for them.

[Contact us if you're looking for assistance in selecting a new employee.](#) And, for more information on the employee selection process, how to prevent employee theft and more, [visit the blog of The Best Medical Business Solutions here.](#)

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