



NEW HIRE DVM CHECKLIST

Use this checklist to prepare for a new doctor to start at your hospital.

HR: Initiate Paycom Onboarding

HR will enter new DVM into the New Hire Queue in Paycom once the signed offer letter is received and the background check has cleared. This step begins the self-onboarding process.

PM/HL: Before the First Day

☒ **Initial Outreach Email/Call to DVM**

- Confirm the DVM's start date, arrival time and who will greet them
- Reminder to bring acceptable I-9 documentation & Veterinary license + DEA copy

☒ **Hospital Level Items to Complete**

- Prepare schedule and training plan and include key dates
- Set up the workspace and confirm all necessary equipment is available
- Create a file for that DVM in a locked filing cabinet to hold all HR paperwork
- Add them to necessary systems: add to Pulse including adding:
 - veterinary license number
 - signature (for rabies certificate)
 - calendar resource (make sure provider is checked)
 - DVM schedule for next 3 months
 - email Tami Rushing (tami.rushing@wellhaven.com) to be added to Vetstoria
- Add to VRxPro, our online pharmacy, as a provider so they can approve prescriptions
- Create a user account/fingerprint login for Cubex or add as a user if have VetSnap

PM/HL: First Day Tasks

☒ **Paycom Tasks**

- Activate employee - Resource: [Activate Employee in Paycom Guide](#)
- Complete Section 2 of I-9 (under Checklists)
- Add DVM License & DEA in Form 8 under License Data (Include Issue/Exp dates)
- Complete ESS Training - Resource: [New Hire's First Day Guide](#)
- Show how to clock in and clock out using Badge Number
- Submit a [Marketing Support Ticket](#) to add new DVM to your website

☒ **Hospital Orientation & Tour**

- Introduction to team members, immediate supervisor, & MedOps leader
- Detailed tour: Emergency Exits, Restrooms, Break Room, Exam Rooms, Eye Wash Station, Kennel, Surgery/Treatment Area, Pharmacy, etc.
- Role Specific Training – Resource: [DVM Mentorship Guide & Checklist](#)