



Today's Speaker

- Clinic Director at Family Vision Clinic in Magee, Mississippi
- Over 20 years experience in the optometric field
- Mississippi Paraoptometric of the Year 2007
- AOA Paraoptometric of the Year 2008
- SECO – Para of the South 2014



Beverly Roberts, CPOT,ABOC

Disclosure

- I have no actual or potential conflict of interest in relation to this program/presentation

Course Objectives

- Pre-interview preparations
- Steps of the interview process
- Communication with candidates



Be Prepared

- Develop a New Hire Checklist
- Update Job Description
- Advertise Job Opening
- Word of Mouth-Staff Involvement
- Prepare Interview Questions
- Acceptance/denial correspondence



Advertisement

- Newspaper
- Facebook
- Website
- AOA Optometry's Career Center
- Craigslist
- State Newsletter
- Word of Mouth



First Impressions

Remember you are building a **TEAM** not just hiring a new employee



First Impressions

Appearance

Speech



Attitude

Professionalism

Resume Reviews

- Appearance
- What do they bring to the table?
- Misspelled words
- Previous work history



The Interview Process



Phone Interview

- Describe job that is available
- Answer any questions
- Evaluate Communication skills



In Person Interview





Job Offer

Offer the position to your candidate

Complete New Employee packet

- Tax forms
- Office policy manual
- Welcome to the team
- Job description



Congratulations



Questions



Thank you!

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