



Human Resources: Key Considerations

Consider the following when deciding how to structure your work force:

Cultural Fit

- What kind of environment do I want to create?
- Does the potential employee have the same work ethic I do?
- Does the potential employee have the same view on work/life balance?

There are many books and resources available to help navigate through this area and give you a sense of how to interview/screen and gather references for potential hires.

Employment Relationship

What would be the best type of employment arrangement for you? Make yourself familiar with the pros and cons of each, and decide what works for you and your practice at a certain time. Your needs may change yearly or even seasonally depending on your referral flow.

- Salaried employee
- Per-diem employee
- Part-time employee
- Traveling therapist
- Independent contractor

What are my responsibilities for paid time off (PTO) benefits in each of the above situations?

Systems

What other human resources information will I need?

- Employee handbook
- Employment agreement
- Payroll system (tracking of time worked, time off, continuing education requests, bereavement, etc.)
- Recruitment/screening process (interviewing paperwork/application tracking)

Learn more

[Small Business Administration](#)