

GPHERO'S SUGGESTED "ONBOARDING CHECKLIST"

In order to help you streamline your onboarding process and increase your chances of success, please read and familiarise yourself with the following checklist. Then when your GPHERO has been hired, work through this checklist alongside your normal onboarding procedure.

Foundation Mindset		N/A	Done
1	You understand the benefits of hiring an Offsite Team Member		
2	You are happy to proceed with realistic expectations		
3	You know that it might take 2-3 months before you see results		
4	You will inform your current team on the benefits of Offsite support		
5	You have 10-15 systems to documented and ready to delegate		

Tasks Management		N/A	Done
6	You have a place to put tasks you want done by your GPHERO		
7	You have a list of daily tasks you want them to do in their first week		
8	You have thought about future tasks you want to give them when ready		
9	You have decided who will be your GPHERO's direct report(s)		

Software Tools		N/A	Done
10	You have set up a personal work email address for your GPHERO		
11	You have set up a login to company policies and systems		
12	You have set up a login for your GPHERO to access your PMS		
13	You have set up logins for any other Medical Applications		
14	You have granted access to your shared support email inbox (if required)		
15	You have logins for social media platforms (if required)		
16	You have set up their VOIP Offsite Phone Line (if required)		
17	You have setup access for your GPHERO to receive digital faxes (if required)		

Communication		N/A	Done
18	You have a tool that you will use for sending Voice memos		
19	You have setup access to your chat platform send instant messages		
20	You are prepared to spend 30-min/day together during their 1st week		
21	You are prepared to spend 30-min/week together until they're successful		
22	You will send an email informing your existing team of new Offsite hire		
23	You have a clear meeting rhythm and frequency established		

Welcome Day		N/A	Done
24	Prepare any company information you want read (History, Mission, etc)		
25	Book a Zoom/Meet to formally introduce your new hire to your team		
26	Book another meeting with you/manager to discuss first day/week task		
27	If you have a large team, give GPHERO your Org-Chart or similar		
28	Check their computer now has the software needed and logins work		
29	Book 2-3 times to chat during their first week to train / give feedback		
30	Get your GPHEROs birthday and put it in your diary (recurring annually)		

The Smartest Way To Find & Recruit “Offsite Staff” for Your General Practice



If you want to add speed, efficiency and redundancy to your General Practice, you need to embrace “Offsite Staff”. And when it comes to location, we’ve discovered that The Philippines offers the best combination of price and quality. However, finding, interviewing and hiring team members can be difficult, time consuming and problematic. That’s why we created GPHERO™. GPHERO™ is a done-for-you service that leverages more than 10 years of experience to help you find and hire amazing talent at a fraction of the cost of doing it yourself. Furthermore, when hired, GPHEROs go through General Practice specific training, which helps them become proficient in most of the skills above. Finally, they work from our dedicated office with high-speed internet and we give you all the management support you need.

To find out more about how we can help you grow your General Practice faster, visit: www.GPHERO.com.au