

Steps and Checklist for a new No More Knots contractor

(Manager use only)

1. Application Received ☐
 - The applicant has been approved by management to proceed to short-list questionnaire. ☐
 - The email and survey link has been sent to the applicant. ☐
 - The survey has been completed. ☐
 - Applicant contacted via email if successful and they are approved for interview. ☐
2. Interview has been scheduled ☐
3. Interview Completed ☐
4. Interview has been successful ☐
5. Offer emailed ☐
Offer Template [here](#)
6. Offer accepted ☐
7. Welcome email sent ☐
Welcome email Template [here](#)
8. Welcome email sent to existing staff via Facebook ☐
Staff welcome email Template [here](#)
9. [Behind the scenes]
 - Outlook contact created ☐
 - Double check on Mindbody: HF notes and shifts ☐
 - Outlook calendar, 1 month F/u, 3/6/12 month reviews ☐
10. Schedule clinical Induction ☐
 - Clinic specific information
 - Videos/Quizzes
 - Q & A with new therapists and manager
 - Contract signed/returned
 - Uniform provided
 - Staff photo
 - Scheduling additional workshops
11. Email staff photo to KJ ☐
12. Within first week: First treatment planning workshop ☐
13. Within first two weeks: Pregnancy theory, quiz, and schedule practical workshop if needed
1 month follow up ☐