**New Therapist Setup Checklist**

### *Feel free to adjust and adding anything else in your process to this list. The goal is to have a document created that can be passed on to future staff*

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| --- | --- |
| **Staff Name:** |   |
| **Job position:** |  |
| **Employment start date:** |  |
| ***Subscriptions*** *- Ensure therapist has been added to all the necessary systems and subscriptions and note their username + password in the space provided*  |
| **Asana**  | Username:Password:Weblink: |
| **Halaxy**  | Username:Password:Weblink: |
| **My Outcomes**  | Username:Password:Weblink: |
| **SMS service (if applicable)** | Username:Password:Weblink: |
| **Email**  | Username:Password:Weblink: |
| **Other**  | Username:Password:Weblink: |
| ***Other set up*** *– ensure you have obtained the new therapist’s details and note completed or add comments in the space provided if this has not been done yet* |
| **Website profile**  |  |
| **Details passed on to phone answering service**  |  |
| **Email sent to new staff member with login details** |  |
| **Employee contract signed and filed**  |  |
| **Other** |  |

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| --- | --- | --- | --- |
| **Signed by employee:** |  | **Date:** |  / / |