**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:** | / / |