

SPORTS MEDICINE, INC.

Procedure: New Hires

1. Replacement positions
 - a. Supervisor posts position in-house and advertises out side as applicable
see: Job postings
2. Owners and Director approves job hire form stating position
 1. Wages/ Hours/ Qualifications
 2. Conducts job search/interviews
3. When an appropriate candidate is selected
 - a. He/she is offered the job in writing with:
Wages/hours/job description, benefits, probationary period, start date, and
training schedule
 - b. He/ she accepts in writing
 - c. Fills out appropriate forms
W2 forms
I9 forms
Personal information ie: driver's license and professional license
HIPPA
WISP
 - d. Provides current license (P.T.'s/massage) or certification (instructors/personal
trainers) for practicing (when applicable)

The employee is not hired and cannot work until all above is completed

Written: 1/1999

Approved:

Reviewed/Revised: 8/2010

Signature:

Reviewed/Revised: 2/11/2019

Signature:

Date Signed:

EAJ
5/28/19

Reviewed/Revised:

Signature:

Date Signed: