

THE ULTIMATE HIRING TOOLKIT



5 STEP DENTAL
PRACTICE GUIDE:
WHO TO HIRE & HOW



STRUGGLING TO FIND THE PERFECT HIRE?

We get it—hiring can feel like a never-ending process. It's time-consuming, expensive, and let's be honest, downright stressful. But here's the good news: when you do it right, you save BIG on time, money, and headaches.

At DentalPost, we're all about using data to make smarter hiring decisions. Why guess when you can work smarter, not harder?

This guide is your ultimate hiring toolkit!

Inside, you'll find:

- ✓ Practical hiring tips that actually work
- ✓ Easy-to-use checklists to keep you on track
- ✓ Sample forms to simplify your process

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1

DETERMINE "WHO"



ASSESS YOUR TEAM

Know *who* you need before engaging candidates.

When hiring, it's easy to focus on finding the right candidate. But have you considered the strengths and gaps already within your team? Taking a moment to assess your current team's dynamics—personalities, soft skills, and areas for balance—can transform how you hire.

Filling technical skill gaps is essential, but addressing soft skill gaps drives greater efficiency, harmony, and productivity.

Who is your team missing? The Motivator? The Problem Solver? The Optimist?

In this section, you'll gain:

- ☒ A Hiring Priorities Checklist
- ☒ A Core Values Assessment

Refine your team. Hire smarter.



CHECKLIST: IDENTIFY YOUR HIRING PRIORITIES

Do you have sufficient leadership on the team already? What are you looking for?
Team players? Collaboration? A positive, can-do attitude?

Step 1: Define What Great Looks Like

What attitudes and behaviors make your team thrive? Think about the standout personalities of your current team and the vibe of your practice culture.

 **Pro Tip: Use these traits as a benchmark. While screening candidates, test if they genuinely align with these key characteristics.**

Step 2: Find the Missing Puzzle Piece

What's your team missing? Identify the qualities or skills that would balance and elevate your group.
Involve your team! Getting their input:

- **Makes them feel valued.**
- **Smooths out the onboarding process for new hires.**

Step 3: Let Your Core Values Be Your Guide

Your Core Values = Your Compass

Use them to find candidates who truly fit your culture. Need help? Check out the **Core Values Assessment Worksheet on page 8 of this toolkit.**

ENSURE THE RIGHT CULTURE FIT

Unlock Your Team's True Potential with a Core Values Assessment

Want to make the process of discovering your core values easier? A Core Values Assessment is your go-to tool.

Here's why it's a game-changer:

- It's not just insightful—it's FUN! Bring your team into the mix and turn it into an engaging team-building activity.
- Once you've nailed down your core values, write them down, post them, practice them, and most importantly—live them daily.

Here's how it pays off:

Mapping out your current team helps you zero in on exactly what you're looking for in future hires.

When you know who you are, what you stand for, and how your team operates, you're in a position to:

- ✓ Clearly define your hiring criteria.
- ✓ Show candidates you're thoughtful and intentional about your culture.
- ✓ Attract people who align with your values and will thrive in your team.

Bottom Line?

This process doesn't just help you find great hires—it builds a stronger, more aligned team from the inside out. Start now and create a culture that speaks volumes.





CORE VALUES ASSESSMENT WORKSHEET

Narrow your core values – these values drive your decision making processes and ultimately your level of satisfaction. To narrow your values:

- 1. Star twenty words that most resonate with you.*
- 2. Underline ten of the starred words that you find most important.*
- 3. Circle five of the most important words from the list of ten that you have starred.*

Abundance	Ecology/Environment	Intelligence	Relationships
Achievement	Ethics	Intimacy	Reliability
Activism	Excellence	Investing	Religion
Adventure	Excitement	Joy	Reputation
Affluence	Experience	Justice	Resilience
Approval	Expertise	Kindness	Resourcefulness
Art	Expressiveness	Knowledge	Respect
Beautiful things	Fairness	Leadership	Responsibility
Beauty	Faith	Learning	Safety
Belonging	Fame	Love	Security
Challenges	Family	Loyalty	Sensuality
Change	Financial	Making a Difference	Serenity
Clarity	Independence	Mastery	Service
Comfort	Fitness	Meaningful work	Significance
Commitment	Flexibility	Mindfulness	Simplicity
Community	Freedom	Money	Spirituality
Compassion	Friendship	Nature	Stability
Competence	Frugality	Open-mindedness	Status
Competition	Fun	Order	Success
Connection	Generosity	Originality	Teaching
Consciousness	Growth	Owning	Thrift
Contribution	Happiness	Peace	Thriving
Control	Harmony	Perfection	Tradition
Country	Having the best	Philanthropy	Transcendence
Creating	Health	Play	Transformation
Decisiveness	Helping others	Pleasure	Trustworthiness
Devotion	Home	Power	Truth
Dignity	Honesty	Privacy	Uniqueness
Discipline	Imagination	Productivity	Unity
Discovery	Independence	Prosperity	Virtue
Diversity	Individuality	Purpose	Vision
Duty	Influence	Reason	Wealth
Education	Innovation	Recognition	Wellness
Enjoyment	Integrity	Recreation	Wisdom
			Worthiness



2

START THE SEARCH





ATTRACT THE RIGHT CANDIDATES

Your job description is your first chance to make an impact.

Get it right, and you'll attract the talent you need.

Get it wrong, and you'll waste time, money, and effort on the wrong candidates.

A strong job description does more than just list duties. It draws the right people in and filters the wrong ones out.

This is your moment to stand out. Show candidates why you're different. Why they should choose you.

Make every word count.

In this section you'll get:

- ✓ **Job Description Checklist Part 1:**
The Basics
- ✓ **Job Description Checklist Part 2:**
New Standards
- ✓ **Job Description Best Practices**
- ✓ **Sample Job Description Template**



JOB DESCRIPTION CHECKLIST

PART 1: The Basics

Qualifications & Experience

How many years of experience does the position require? _____

Does this position have special education requirements? _____

Full-Time / Part-Time

Is this a salaried or hourly position? _____

If you are looking for part-time, is there potential to be full-time in the future? _____

Compensation

What is the salary or hourly rate? _____

Should you include a salary in your job posting?

Listing an hourly rate or annual salary can speed up candidate screening, but it may deter highly qualified applicants. On the other hand, leaving it out could attract a larger pool of candidates and give you more flexibility to negotiate with top talent.



PROMOTE YOUR PERKS

Not all practices are equal when it comes to employee offerings. Now is the time to toot your own horn about the perks that set you apart.

- Do you offer production bonuses? Flex time? Job sharing? Training?
- Do you use the latest in dental technology?
- Do you have fun team-building activities to keep the team connected and spirits high?
- Do you participate in dental mission work or support team members who do?
- Do you sponsor or reimburse team members for continuing education?
- Do you offer paid vacation or maternity leave?



JOB DESCRIPTION CHECKLIST PART 2: New Standards

In today's hiring landscape, qualifications, experience, schedules, and compensation are no longer the only factors candidates consider. A new standard has emerged.

Job seekers now prioritize **safety, operations, culture, and values** when evaluating a practice group. This means transparency is no longer optional—it's essential.

You must effectively communicate your office culture to attract top talent.

Here's what to include:

Safety Measures

Which equipment and physical changes have you made in your office to protect patients and team members?

What schedule changes have you made to reduce risk? _____

What PPE do you provide? Does the practice provide it to only employees, or are temps included?

Team Member Communication

Do you stay in communication with your team by doing virtual huddles, having weekly check-ins, or coordinating monthly or quarterly production meetings during office closures? _____

Do you empower your team to provide input to help improve new processes and day-to-day operations?

Differentiators

What makes you different from other local practices? Explain why your office is a great place to work. Think a little more broadly than just a daily routine. _____

What can they expect to accomplish professionally and personally in your practice?

Culture & Core Values

What else makes your practice special and different? _____



JOB DESCRIPTION BEST PRACTICES

- ✓ **Keep your job ad simple and skimmable.** Break up sections into short, easy-to-read sentences.
- ✓ **Include relevant keywords** for the role and your culture.
- ✓ **Go beyond the day-to-day job description.** Share how they will grow in your practice.
- ✓ **Highlight your perks and differentiators!** This includes your office culture. See DentalPost's Culture Assessment for messaging ideas.
- ✓ **Know the law.** Comply with local and federal labor laws. Avoid references to gender, marital or parental status, unemployment status, race, ethnicity, age, non-job-related disability, national origin, or religion.
- ✗ **Avoid being overly simple or too wordy.** Add the important details, but save something for the interview.
- ✗ **Don't be a copycat.** Be authentic. It's ok to look to other job ads for inspiration, but candidates can tell when it's canned.
- ✗ **Don't just brag about your workplace, support it with facts.** Include a snippet of a testimonial, a recent award or accolade from the industry or community.
- ✗ **Don't bury the perks.** Lead with the differentiators and "good stuff" first and leave the standard details at the bottom.



SAMPLE JOB DESCRIPTION

Are You Ready to Join a Practice That Truly Values You?

Imagine working in a dental practice where integrity and stability are at the core of everything we do. A place led by a dentist with an outstanding reputation—not just in the community, but among dental professionals, too. Stop searching. You've found it.

Here's What Sets Us Apart:

We prioritize safety—for both our team and our patients. Our practice goes beyond the basics, providing:

- PPE, including high-volume evacuation devices for intraoral use, gowns, shields, and gloves.
- A comprehensive selection of hand instruments to support precision and efficiency.

But safety is just the beginning.

Our greatest asset? Our team. Many of our team members have been with us for years—proof of the supportive, respectful, and professional environment we've built. We're committed to your growth, offering opportunities for continuing education and personal development. And yes, we believe in working hard and having fun while doing it.

What We're Looking For:

We are seeking an exceptional Registered Dental Hygienist (RDH) who:

- Balances knowledge and compassion to deliver outstanding patient care.
- Communicates effectively and uses emotional intelligence to navigate challenges.
- Maintains a positive attitude—even when times get tough.
- Is dedicated to helping the practice grow and succeed.
- Upholds high standards of care, with a solid understanding of dental hygiene procedures, patient screening, and general dentistry.

The Details:

- Full-time position
- 3+ years of experience required
- Competitive salary, benefits, and paid vacation

If you're passionate about dentistry and ready to find your forever dental home, this is your opportunity. Take the next step. [Apply now](#).

*This is just one example of a great job description. What can you honestly say about your practice that makes you stand out in the sea of job posting sameness? It will be noticed and appreciated, and it says a lot about who you are that you took the time to do so. **Better job postings mean better candidates, faster!***



3

SCREEN & RECRUIT

SAVE TIME & MONEY WITH BETTER SCREENING.

Ready to Promote Your Job Opening? Let's Do This Right!

So, you've nailed the perfect job description. Now it's time to get it out there.

It might be tempting to save a few bucks and blast it on social media. But managing and tracking applicants on social media can quickly turn into a time-drain.

Here's a smarter solution:

Use job boards and professional posting platforms. Why?

- They come with built-in applicant tracking tools.
- They centralize all your communications.
- They keep your hiring process organized, efficient, and 100% professional.

Save time. Stay on top of your search.

Find the right candidate faster. Choose the tools that work for you, not against you. Your dream hire is out there—let's make sure you're ready to find them.

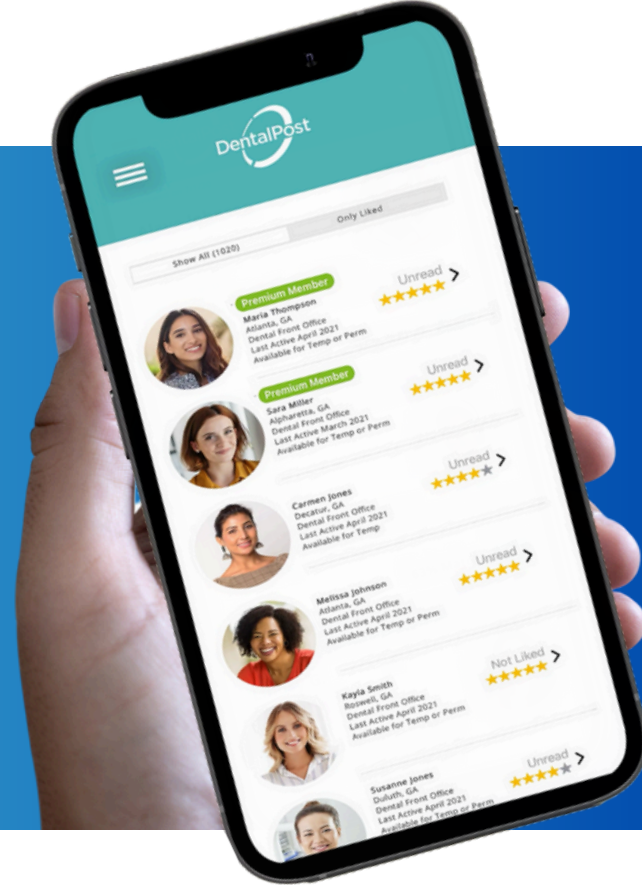


In this section you'll get:

- ✓ Resource Comparison - Premium Job Posting vs. Premium Job Posting Subscription
- ✓ How to Use Candidate Assessments to Hire Smarter
- ✓ Candidate Assessment Types

More Than a Job Board.

Beat the odds with the nation's #1
dental job board & community.



PREMIUM JOB POSTING

Post Temp & Perm jobs.

- 30-day permanent & temp postings
- Personalized practice profile page
- Targeted audience of dental professionals
- Unlimited applications
- Applicant shortlist: Filter, evaluate (like/dislike), take notes, direct message & schedule interviews with candidates

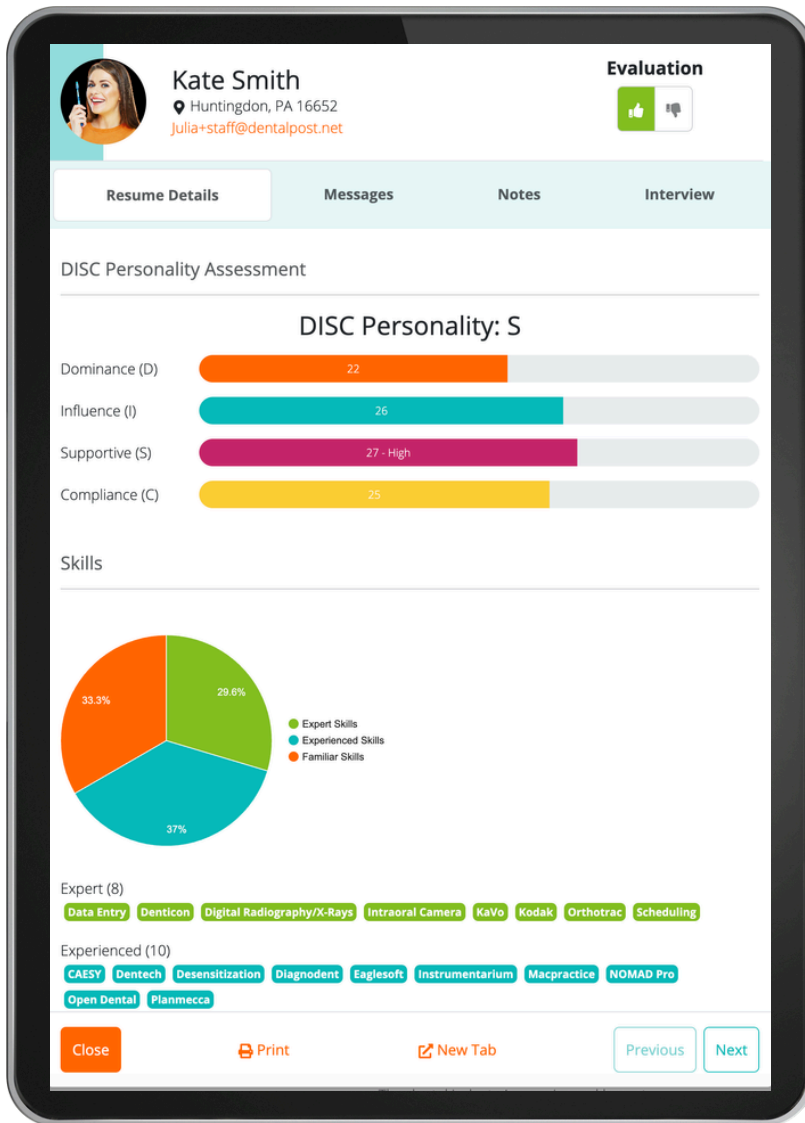
PREMIUM JOB POSTING SUBSCRIPTION

DentalPost's best value and most flexible hiring package.

- Recurring job posting. Edit or cancel anytime.
- Personalized practice profile page
- Targeted audience of dental professionals
- Unlimited applications
- Applicant shortlist: Filter, evaluate (like/dislike), take notes, direct message & schedule interviews with candidates

DISTRIBUTION

Looking for the best of the best? Gain maximum exposure and reach the entire DentalPost network by adding Nationwide Reach to your Premium Job Post.



Use candidate data to target the best.

Get deeper insight into your candidates—and find the right fit for your team and culture—with [assessments](#).

These assessments are 100% free for job seekers on DentalPost.

If a candidate hasn't completed them yet, ask them to do it before the interview so you have time to review their results.

It's a simple step that gives you powerful hiring clarity.

PREMIUM OPTIONS



Premium job posts and premium job slot subscriptions give you access to the candidate's complete profile, including all assessments they have taken on DentalPost.

These assessments provide an excellent first-round screening mechanism and can help narrow down the candidate pool by as much as 40%, which is critical in metro areas with search results in the thousands. They also highlight the more engaged and enthusiastic candidates.



CANDIDATE ASSESSMENT TYPES

Make Smarter Hires with Powerful Candidate Insights

At DentalPost, we help dental practices and hiring managers go beyond the resume. Our powerful assessment tools give you a deeper understanding of both your current team and potential new hires, so you can make confident, informed hiring decisions that last. With a Premium Job Posting Subscription or Premium Job Post, you gain access to valuable candidate assessment data designed to uncover strengths, personality traits, and workplace compatibility.

Here's a quick look at the five essential assessment types—and why they're game-changers when evaluating your next team member:



DISC

The DISC assessment details your communication and work style. Understanding the four DISC personality types and hiring for the right mix on your team is key to boosting communication, productivity, and conflict management in the workplace.



Emotional Intelligence

Emotional Intelligence (EI) is the new “smart.” Everyone you work with has some level of EI, and understanding the strengths and weaknesses of each team member can have a great impact on the overall success of the team. People with high EI are invaluable in roles that involve frequent interpersonal relationships and leadership. Having high EI is especially important in healthcare and caregiving.



Core Values

Core Values Assessments offer a clear sense of what is most important to a person in life. It is important to know what a candidate values the most when choosing a dental practice to work with. As an employer, you will also benefit from knowing what you value to ensure the right culture in the office.



Skills

Just like it sounds, Skills Assessments measure actual skills. From clinical skills to technological know-how and general communication abilities, both hard skills and soft skills can be measured and ranked by level of proficiency.



Workplace Culture

Workplace Culture Assessments help you understand what types of work environments someone would enjoy most, as well as the types of environments that they would work best in. Understanding a candidate's Workplace Culture preferences will help you find team members who best fit in your practice environment.

4

INTERVIEW & ASSESS





PREPARE FOR THE INTERVIEW.

You've narrowed your candidate list—great job!

Now it's time for interviews—one of the most important steps in hiring.

Whether you're meeting in person, over the phone, or on video, being prepared with the right questions is essential to finding the best fit.

In this section you'll get:

- ☒ **How to Identify "Soft Skills"**
- ☒ **Interview Prep Checklist**
- ☒ **Interview Questions**
- ☒ **Candidate Evaluation Form**

Identify the Soft Skills That Really Matter

Before you start interviewing, take time to prepare. The right questions can help you use your time efficiently and walk away with real insights—not just gut feelings.

A resume shows experience and technical skills. But it's the interview that reveals what's harder to see: soft skills. And these are often the deciding factor in whether a candidate will thrive in your practice.

Here are the key soft skills to look for—and how to spot them:

- ☑ **Adaptability**
Your systems, protocols, and team dynamics will evolve. Will they evolve with you? Look for candidates who are flexible and open to change—not stuck in their ways.
- ☑ **Mindset Over Skillset**
Skills can be taught. Mindset can't. A growth mindset helps team members navigate challenges, stay positive under pressure, and lead when it matters most.
- ☑ **Accountability**
Do they take ownership of their work—even when things go wrong? Accountability means responsibility, reliability, and a commitment to the team's success.
- ☑ **Communication**
Great communication prevents mistakes, builds trust, and keeps patients informed. It's the #1 skill that holds teams together—especially under a tight schedule.
- ☑ **Conflict Resolution**
Conflict is inevitable. What matters is how they handle it. Look for candidates who stay calm, listen well, and work toward solutions without drama.
- ☑ **Problem-Solving**
Every practice runs into challenges. The best team members come with solutions, not complaints. Ask for real examples of how they've solved problems with limited direction or resources.

Bottom Line:

Don't just hire for experience. Hire for the soft skills that drive performance, teamwork, and growth. The right questions now will save you time, stress, and turnover later.



INTERVIEW PREP CHECKLIST

Maximize your time and make a strong impression by preparing ahead. Here's how:

Confirm the Interview Details Early

Reach out at least one day in advance to confirm the appointment. Include:

- Date and time
- Directions and parking info
- Entry instructions and who to ask for
- Materials the candidate should bring
- Interview length and what to expect (especially for working interviews)

Review the Candidate Thoroughly

- Read the resume carefully—what's included and what's missing
- Check any completed assessments
- If assessments haven't been submitted, request them before the interview to guide your questions

If You're Planning a Working Interview:

- Clearly explain expectations and get the candidate's agreement
- Let them know if you'll provide PPE, based on your office protocols
- Ensure they understand compensation policies in accordance with state laws

Be prepared. Be professional. Be clear. Your preparation sets the tone for a successful hire.

Interview Questions

Use these questions to better understand the candidate's personality and how they'll fit into your practice.

Watch for body language and listen closely for key phrases that signal alignment with your values.

If possible, invite them to interact with your team—this can reveal how well they'll integrate into your culture.



Interview Questions

Previous Job:

- What were you hired to do?
- What were some low points during that job?
- Who were the people you worked with?
- What was it like working with your previous boss?
- What will he/she say are your biggest strengths?
- What will he/she say are your areas of improvement?
- How would you rate the team you worked with on an A, B, C level?
- Why did you leave your job?
- What are your career goals for the future?

Leadership:

- When have you had to lead by example, and how did others respond?
- Describe a time when you needed to persuade another person to understand things your way. What was the outcome?
- Provide an example of a situation when something did not go as planned. What role did you play in the situation and outcome?
- Tell me about a time in a previous professional situation (or life situation) where you were in a challenging or negative circumstance and you had to change your mindset.

Productivity and Prioritization:

- What was the most productive team you've been on and why?
- Describe a situation when you had multiple projects at the same time. How did you place them in order of importance? What was the end result?
- How do you use planning to increase your productivity?
- What would you consider a productive work day or environment?
- What did you do with any downtime during the pandemic to further your career? Your personal development?
- When there is downtime in the office, what do you see your role as?

Accomplishments:

- What is your greatest personal accomplishment?
- What is your greatest work-related accomplishment?
- Recall a time when you made a decision for an employer that was significant in their success. What did you do? How did you go about it? What were the end results?

Teamwork & Problem Solving:

- Describe the best supervisor or manager you've ever had. What was it about their management style that you liked?
- Discuss a time when you were forced to work with someone you didn't get along with. Why was it difficult, and how did you minimize conflict?
- Have you ever been in a situation where you didn't agree with a coworker or your manager? How did you handle it?
- Tell me about a time you had to deal with a difficult patient.



CANDIDATE EVALUATION FORM

Time to decide. Need a quick refresher? Choose any or all of the ranking criteria below—just be consistent for every applicant applying for the same role.

Important: Complete this step only after the interview and never in front of the candidate. This is for you and the hiring manager only.

Employee Name _____

Target Start Date _____

Interviewer(s)	Hire?
Position	

Grading Scale: 5 - Excellent 4 - Good 3 - Average 2 - Below Average 1 - Poor

	Score (0-5)	Comments
Culture Fit		
Decision Making		
Professional Skills		
Communication Style		
Enthusiasm		
Problem Solving		
Teamwork		
Overall Evaluation		
Note		



5

ONBOARDING



ONBOARDING YOUR NEW TEAM MEMBER.

Congratulations on hiring a valuable new team member who shares your commitment to patient care and practice growth.

Now, make their transition smooth and successful. Use this onboarding checklist to welcome them the right way—efficiently and confidently.

In this section you'll get:

- ☑ **Onboarding Checklist**
- ☑ **Resource Links:
Onboarding & Leadership**



ONBOARDING CHECKLIST

Before the First Day

- Send the formal offer in contract form with the official job description for the position so that all expectations are documented.
- Notify your office manager of the new employee's payment terms, benefits package, etc.
- Notify your team of your new hire.
- Send your welcome packet, including:
 - Who is their point of contact? Who do they report to?
 - Office holidays and closures.
 - Official job description clearly outlining schedule, work hours, and all responsibilities and expectations.

On the First Day

- Send an email to your team or host a standup to formally welcome your new team member.
- Meet with your office manager to complete any remaining employee paperwork and review practice policies.
- Update relevant marketing materials as needed (website, flyers, social media, etc.).
- Show your new hire their workspace.
- Discuss performance evaluations and how the employee will be assessed.

THE NATION'S #1 DENTAL JOB BOARD & COMMUNITY

DentalPost is the dental industry's premier and largest online and mobile job board, connecting and educating nearly 1 million job seekers and dental practices to build better places to work through teams that excel.

DentalPost leads the industry in metric-based career matching including personality tests as well as values, skills and work culture assessments to assist in selecting the best match for each position.

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RESOURCE LINKS: ONBOARDING & LEADERSHIP

[5 Strategies to Retain Your Dental Team](#)

[Be a Boss People Love to Work For](#)

[Is a Valued Team Member About to Make a Move?](#)

[Hire Slow. Fire Fast. Know When to Let Go.](#)

[The Hiring Process for a Winning Dental Team](#)

