



Home care Onboarding Caregiver and Staff Process

Taking the following steps when onboarding a caregiver and staff candidate will help ensure a smooth, accurate, and successful transition to employment and better engaged caregivers and staff.

Onboarding Process:

- 1. PRE- ORIENTATION – APPLICANT AND MANAGERS**
 - a. Orientation Test /Skills Evaluation – verified passed
 - b. Payroll Forms
 - c. Policies signed
 - d. Personal Profile (SMARTcare)
 - e. Preferred Schedule (SMARTcare)
- 2. INTRODUCTION (VIRTUAL MEETING) - GO OVER:**
 - a. Introduce Agency and Staff
 - b. Home Care Agency Welcome and Missions Power Point
 - c. Change profile to employee status in SMARTcare software.
 - d. Set up preferred caregiver preferences and schedule in SMARTcare software.
 - e. Outline caregiver training in SMARTcare software.
 - f. Employee Benefits
 - g. Payroll setup
 - h. Final Questions
- 3. IN-PERSON – COMPLETE:**
 - a. Home care agency tour
 - b. Take Employee Picture and create badge
 - c. Review all paperwork.
 - d. Check Understanding- Point of Care Mobile Software.
 - e. Caregiver-Clientele Training Procedures with Supervisor.
- 4. DISTRIBUTE TO CAREGIVERS:**
 - a. Employee badge
 - b. Car supply kit
 - c. Uniform and dress code
 - d. Home care agency contact list
- 5. FINAL REMARKS:**
 - a. Answer final questions
 - b. Leave on a positive note