ONCALL
Medical Aesthetics Recruiting

HR Guide Series

How and when to use each Module

HR Kit Modules and Recommendations

1. Interviewing Aesthetic Nurses Tips

- **Purpose**: Guides on evaluating aesthetic nurse candidates effectively.

- **Use When**: During the hiring process for new aesthetic nurses.

- **Recommendation**: Use as a pre-interview guide for hiring managers to ensure consistency in questioning and alignment with practice values.

---

2. Management Style Reflection Guide

- **Purpose**: Helps leaders understand their management style and its impact on team dynamics.

- **Use When**: Annually or when onboarding new managers.

- **Recommendation**: Incorporate into manager training or leadership retreats to align styles with organizational goals.

---

3. Onboarding Checklist for Medical Aesthetics

- **Purpose**: Standardizes the onboarding process for new employees.

- **Use When**: During the first week of employment.

- **Recommendation**: Share with HR and department leads to ensure a consistent onboarding experience for all hires.

---

4. New Hire Survey

- **Purpose**: Collects feedback from employees about their initial impressions.

- **Use When**: 30–90 days after an employee's start date.

- **Recommendation**: Use insights to refine the onboarding process and address early concerns.

---

5. Engagement Survey

- **Purpose**: Measures employee engagement and satisfaction.

- **Use When**: Bi-annually or annually.

- **Recommendation**: Conduct during quieter periods to allow for immediate action planning based on feedback.

---

6. Post-Survey Action Plan

- **Purpose**: Converts survey feedback into actionable steps.

- **Use When**: After analyzing results from New Hire, Engagement, or Stay Surveys.

- **Recommendation**: Assign owners for each action item and set timelines to ensure accountability.

---

7. Stay Survey

- **Purpose**: Identifies reasons employees choose to stay and areas for improvement.

- **Use When**: Quarterly or semi-annually with high performers or long-tenured staff.

- **Recommendation**: Pair with retention efforts for key team members to ensure alignment with their career goals.

---

8. Exit Interview Guide

- **Purpose**: Captures valuable feedback from departing employees.

- **Use When**: During the final week of employment.

- **Recommendation**: Conduct by HR or a neutral party to ensure honest responses. Use insights to adjust retention strategies.

---

9. Transition Guide: From Primary Care to Aesthetics

- **Purpose**: Helps practitioners adapt to aesthetic medicine.

- **Use When**: Onboarding practitioners transitioning from other fields & or when considering opening a new Aesthetics Practice

- **Recommendation**: Pair with mentoring programs to provide a supportive transition.

---

10. Basic KPIs for Medspas and Aesthetics HR Workbook

- **Purpose**: Defines key metrics to monitor Practice HR performance.

- **Use When**: Quarterly or annually during performance reviews or strategy planning.

- **Recommendation**: Use in leadership meetings to ensure alignment with business goals.

---

11. Hiring Mistakes and Employee Retention Guide

- **Purpose**: Identifies common hiring pitfalls and retention strategies.

- **Use When**: Before launching recruitment campaigns or when experiencing turnover.

- **Recommendation**: Include in training sessions for hiring managers to reduce avoidable mistakes.

---

12. Budgeting for Turnover vs. Retention

- **Purpose**: Financially evaluates the cost of turnover versus investment in retention.

- **Use When**: During budget planning or when evaluating HR strategies.

- **Recommendation**: Present to leadership teams to justify retention-focused initiatives.

---

13. Retention ROI Calculator

- **Purpose**: Quantifies the return on investment for retention strategies.

- **Use When**: When proposing retention programs or reviewing their impact.

- **Recommendation**: Use in HR and finance discussions to secure buy-in for retention initiatives.

---

14. Employee Retention Planner

- **Purpose**: Outlines retention goals and strategies.

- **Use When**: Annually or semi-annually during HR strategy planning.

- **Recommendation**: Update regularly and tie to engagement survey results and exit interview trends.

---

15. HR Conflict Avoidance and Resolution Toolkit

- **Purpose**: Addresses common workplace conflicts, focusing on medical aesthetics teams.

- **Use When**: Proactively or when resolving conflicts.

- **Recommendation**: Introduce as part of team training and apply during specific disputes.

General Recommendations

- **Integration**: Use these modules together where possible to create a cohesive HR strategy (e.g., Engagement Surveys inform the Retention Planner).

- **Customization**: Tailor tools to your specific practice size, structure, and goals.

- **Review Frequency**: Revisit annually to ensure tools remain aligned with changing organizational needs.