



New Veterinarian Onboarding Checklist

A thoughtful and structured onboarding process is one of the most important investments you can make when bringing a new veterinarian onto your team. Beyond paperwork and protocols, onboarding sets the tone for a veterinarian's experience at your clinic—shaping how they engage with clients, integrate with your team, and deliver patient care. When done right, it boosts retention, builds confidence, and reinforces your clinic's culture and standards from day one. Whether you're welcoming a new grad or a seasoned DVM, a consistent onboarding approach ensures they feel supported, aligned, and ready to thrive in your practice.



BEFORE DAY ONE

- ☐ Send welcome email with start date, schedule, and dress code
- ☐ Provide digital copy of clinic policies and procedures
- ☐ Prepare onboarding packet (manuals, benefits info, contact list)
- ☐ Assign a mentor or onboarding buddy
- ☐ Set up email, practice management system access, and other logins
- ☐ Schedule orientation meetings (HR, medical director, tech lead, etc.)
- ☐ Order personalized name badge, scrubs, lab coat, and business cards
- ☐ Add bio to website and alert team of new hire via internal channels
- ☐ Prepare workstation and stock exam room with tools/supplies
- ☐ Schedule first week shadowing with team members

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WEEK 1: WELCOME & INTEGRATION

- ☐ Conduct clinic tour and team introductions
- ☐ Review mission, values, and client service expectations
- ☐ Train on practice information management system (PIMS)
- ☐ Walk through workflows: appointments, SOAP notes, labs, referrals
- ☐ Observe client interactions and exam flow with another DVM
- ☐ Review medical protocols, anesthesia protocols, and controlled drug logs
- ☐ Discuss communication preferences and conflict resolution protocols
- ☐ Begin hands-on work with technician support (low-complexity cases)
- ☐ Review emergency procedures and escalation protocols



WEEK 2–4: BUILDING CONFIDENCE

- ☐ Gradually increase caseload with supportive oversight
- ☐ Meet with mentor weekly to review cases, challenges, and feedback
- ☐ Conduct first solo wellness and sick appointments
- ☐ Begin surgery and dental shadowing/participation
- ☐ Participate in team huddles or rounds
- ☐ Review client communication (follow-ups, estimates, call-backs)
- ☐ Check in with management on overall transition and workload

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MONTH 2—3: PROFESSIONAL GROWTH & PERFORMANCE

- ☐ Schedule 30-day and 90-day performance check-ins
- ☐ Confirm licensure documentation, DEA registration, CE requirements
- ☐ Discuss personal development goals and CE opportunities
- ☐ Review feedback from team members and clients (if available)
- ☐ Offer coaching on time management, medical documentation, or client rapport as needed
- ☐ Encourage engagement in clinic culture, events, and mentorship opportunities

ONGOING SUPPORT

- ☐ Schedule regular mentorship or coaching sessions
- ☐ Support participation in local vet organizations or journal clubs
- ☐ Provide access to mental wellness and burnout prevention resources
- ☐ Recognize milestones and wins (first solo surgery, great client review, etc.)

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