

Independent Contractor Hiring Checklist For Your Private Therapy Practice.

Unleash your therapist superpowers with the Independent Contractor Hiring Checklist! This guide is your ticket to a smooth and legal hiring process. From defining needs to onboarding and evaluation, we've got you covered. Soar to new heights in your private practice and create a team of rockstar contractors. Let the adventure begin!



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Crafting the Perfect Pre-Hiring Plan

- ☐ **Define Your Needs:** Clearly outline the roles, responsibilities, and scope of work required for the independent contractor position.
- ☐ **Legal Research:** [Familiarize yourself](#) with your state's laws and regulations regarding independent contractors to ensure compliance throughout the hiring process, as well as [IRS rules regarding what constitutes an independent contractor](#).
- ☐ **Budget and Compensation:** Determine a competitive compensation package that aligns with the market rates and your practice's financial capabilities.

The Search for Superstars

- ☐ **Job Posting:** Develop a comprehensive job description highlighting the required qualifications, experience, and expectations for the independent contractor position.
- ☐ **Advertising:** Utilize appropriate channels to advertise the job opening, such as professional networks, online platforms, local associations, and relevant job boards.
- ☐ **Application Review:** Carefully review applications and resumes, considering qualifications, experience, skills, and suitability for your practice.
- ☐ **Interview Process:** Conduct interviews with shortlisted candidates to assess their compatibility, competency, and cultural fit with your practice.
- ☐ **Reference & Background Checks:** Contact the provided references to verify the candidate's qualifications, work history, and performance. If required by your state's regulations, conduct background checks to ensure the candidate has no criminal record or disciplinary actions.

Tackling Tax Forms and Administrative Steps

- ☐ **Contract Agreement:** Draft or obtain a legally binding contract outlining the terms and conditions of the independent contractor relationship. Consider involving a legal professional for assistance.
- ☐ **Independent Contractor Determination:** Ensure the worker qualifies as an independent contractor under state and federal laws to avoid misclassification risks. Consult legal counsel if uncertain.
- ☐ **Tax and Employment Forms:** Have the independent contractor complete all necessary tax and employment forms, such as [Form W-9](#), to facilitate tax reporting and compliance.

[Form 1099-NEC](#) replaces the previous form 1099-MISC as a way to report independent contractor income. If you paid the worker at least \$600 in the last year, did not process their invoices using a third-party system like PayPal, and they did not indicate on their W-9 that they run an S-Corp or a C-Corp, then you will need to fill out a Form 1099-NEC.

- ☐ **Insurance Coverage:** Verify that the independent contractor has appropriate professional liability insurance to protect your practice from potential liabilities.
- ☐ **License and Credentials:** Confirm that the independent contractor holds valid licenses, certifications, and credentials required to practice therapy in your state. You can [use this resource](#) to find state specific links to check various types of licensure.

Setting Sail for Smooth Integration

- ☐ **Practice Policies and Procedures:** Provide the independent contractor with a copy of your practice's policies, procedures, and code of conduct.
- ☐ **Orientation and Training:** Schedule an orientation session to familiarize the independent contractor with your practice's values, processes, technology, and client management systems.
- ☐ **Collaboration and Communication:** Establish regular communication channels and methods to ensure ongoing collaboration, feedback, and updates.
- ☐ **Supervision and Consultation:** Determine the need for supervision or consultation and establish a plan to support the independent contractor's professional development and client care.

Nurture Growth and Success

- ☐ **Compliance Monitoring:** Regularly review the independent contractor's adherence to contractual obligations, legal requirements, and ethical standards.
- ☐ **Performance Evaluation:** Conduct periodic performance evaluations to assess the independent contractor's effectiveness, address any concerns, and provide constructive feedback.
- ☐ **Contract Renewal and Termination:** Determine whether to renew the contract based on the independent contractor's performance

Choose Your Own Hiring Adventure Quiz:

Find Your Ideal Hiring Choice!

Embark on an interactive journey to discover the perfect hiring choice for your unique practice needs. Make decisions at each step, and let the adventure unfold!

Click Here To Take The Quiz

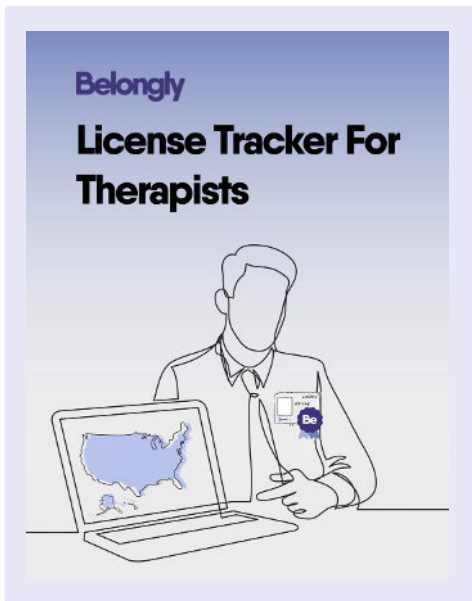
If the button doesn't work, please copy and paste the following link into your browser:

<https://www.belongly.com/hiring-adventure-quiz/>

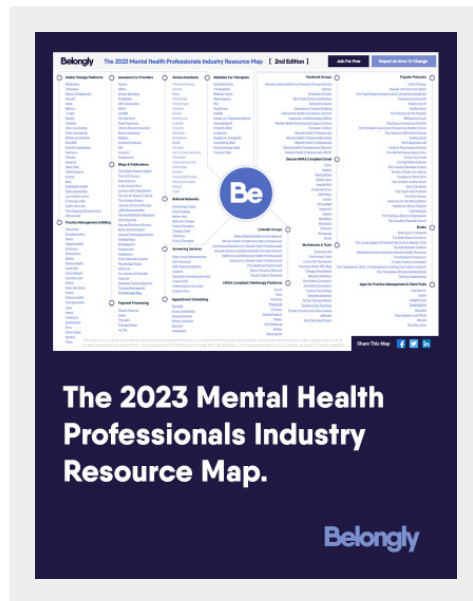


More Mental health professional resources worth engaging with, and sharing.

Our resources have helped mental health professionals gain exposure and immerse themselves in the world of running their businesses, serving their clients and becoming better professionals.



The Belongly License Tracker For Therapists



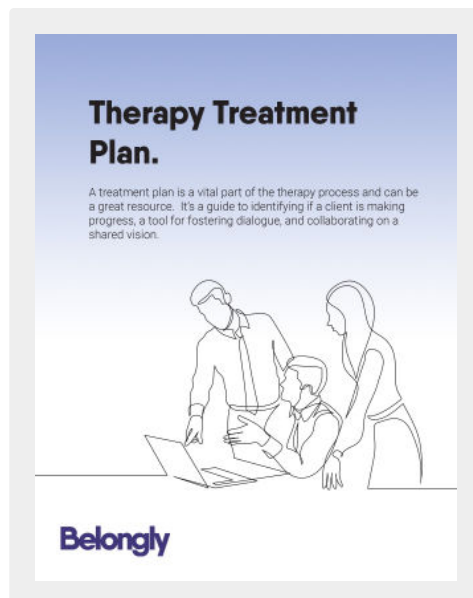
The 2023 Mental Health Professionals Industry Resource Map



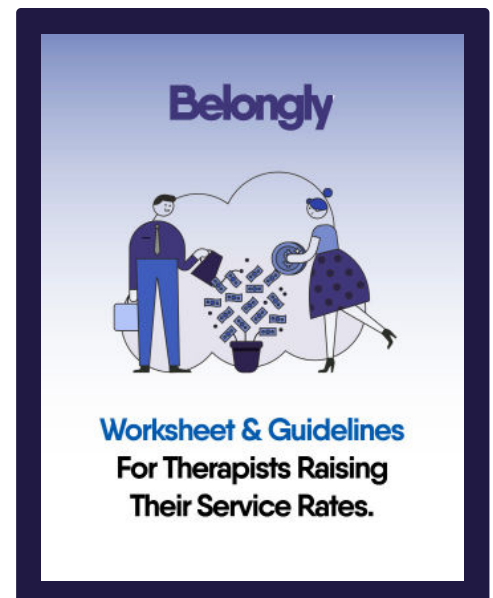
The Belongly HIPAA Compliance Checklist



The Belongly Checklist for Therapists Starting a Private Practice



The Treatment Plan Template



The Belongly Guide To Raising Your Rates



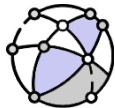
The Professional Community for Mental Health Providers

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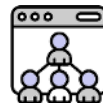
Belongly is a secure private platform. Currently, we only accept US-based therapists.



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