



2020-2021 Recorded Webinar Questionnaire

Speaker: Mr. Craig Hayes

Management Secrets (Dentists Only) Sept 25, 2020

Please **check** the correct answer for the below questions, then email to cddsadmin@gmail.com by **October 23, 2020**.

1. When hiring an employee for the office you should:
Look for someone just like you? Yes No
2. Employee's medical notes should be stored in locked drawer. True False
3. When an employee is terminated the staff should be told the reason so they do not make the same mistake. True False
4. Employee's with children should be allowed more days off than those without children. True False
5. When an employee is ill they must tell you what the illness is? True False
6. When suspending an employee, it's best to pay them for that day? True False
7. We should be quick to fire slow to hire. True False

Executive Assistant

Mitchell Murphy
T: 403-239-1465
P.O. Box 72161,
RPO Glenmore Landing Calgary,
Alberta T2V 5H0
Email: cddsadmin@gmail.com
Website: www.cdds.ca

By this this document, I am verifying that I have watched the recorded CDDS webinar listed at the top of this questionnaire.

Dentist Name (printed): _____

Dentist Signature: _____

Date: _____