

## Tips for Successful Job Hunting

- Make a priority list for yourself – “must have’ vs. “nice to have”
  - Location
    - ✓ Scope of Practice
    - ✓ Setting: academic, community, urban, rural, etc.
    - ✓ Other criteria
  
- Put together a well designed, accurate curriculum vitae
- Prepare to invest some significant time
- Carefully assess each practice opportunity:
  - ✓ What is the overall philosophy of the group?
  - ✓ Do actions support this philosophy?
    - Medical, surgical, procedural
  
- What are the productivity expectations?
- Are there expectations related to quality of care?
- What are non-clinical responsibilities?
  - ✓ Committee work, teaching, communication, etc.
  
- What is the compensation?
  - ✓ Is it tied to my performance?
  - ✓ Does it reflect what the group says is important?
  - ✓ More often a dissatisfier than a satisfier
  - ✓ Match compensation (all components ) to the work expectation
  - ✓ Be very wary of being seduced
  
- What is the work schedule?
  - ✓ No magic formula, endless variations
  - ✓ Expect to work your share of nights, holidays and weekend

- What additional training is offered to support me?
  - ✓ Workflow and efficiency skills
  - ✓ Teamwork dynamics
  - ✓ Coding and documentation guidelines
  - ✓ Quality improvement principles
  - ✓ Clinical best practices
  
- What other personnel are supporting the practice?
  - ✓ Rounding nurses
  - ✓ Office support
  - ✓ Practice management
  
- What risks am I expected to bear?
  - ✓ Billing collections, malpractice
  - ✓ Contract terms related to resignation, termination, board certification, other criteria
  
- The interview itself
  - ✓ Expect a phone interview lasting 30-60 minutes
  - ✓ Are expectations for me clear and consistent?
  - ✓ Do physicians receive feedback on performance?
  - ✓ Is there strong leadership of the group?
  - ✓ What is the relationship between the hospital and the group?
  - ✓ Is there a parallel itinerary for my spouse/significant other?
  
- Follow up
  - ✓ Send a thank you note
  - ✓ Be sure all your questions are answered
  - ✓ Is the practice responsive to you?
  - ✓ While many contractual elements are common, you may seek legal review to be sure you have a good understanding
  - ✓ Be honest every step of the way