Practice Search Timeline

12 Months Prior to Graduation
• Decide on the type of practice option (academic, clinical single specialty group, multi-specialty group, solo, locum tenens) that fits your needs
• List the quality of life attributes required and desired
• Ask others (prior graduates and current) what they are doing and why
• Determine income and benefit requirements
• Prepare your CV and cover letter

12-10 Months Prior to Graduation
• Choose practice locations based on criteria
• Select practice rotations at these sites if possible
• Send out your CV
• Use contacts to investigate opportunities
• Talk with references – prepare them for calls or letters
• Collect Chamber of Commerce and community information

10-6 Months Prior to Graduation
• Narrow interview choices to five or less
• Talk with Administration and Physician Leaders you will work with at each location prior to the interview
• Continue to scan ads and internet sites
• Clear your schedule for interview time and prepare to switch call with others if needed
• Identify a lawyer and financial advisor
• Consult your advisor and Program Director regarding locations

6-3 Months Prior to Graduation
• Final negotiations
• Prepare for relocation needs
• House hunting
• Licensure, Credentials and Hospital Privilege preparation
• Prepare for office set up

3 Months Prior to Arrival – Personal Relocation
• Banking, insurance, schools, churches, mail, phone, utilities, start up preparation
• Practice start-up – office, equipment, appointments, medical society
• Move in, meet people
• Practice marketing
• Orientation
Where to Look for Jobs

• Postings on specialty websites
  o www.aafp.org
  o www.acponline.org
  o www.annals.org
  o www.gaswork.com

• Ads in specialty journals
• Postings on physician search websites
  o www.careermd.com
  o www.healthecareers.com
  o www.physemp.com
  o www.practicelink.com
  o www.locumtenens.com

• Direct mail
• Conference exhibits
• Friends in practice
• Call or check organization website
Physician Recruiters

Search Firms

Advantages:
  o Represent several physician organizations
  o Much of the search “leg work” is done for you
  o Can be effective negotiators on your behalf

Disadvantages:
  o The fee attached to you makes you less attractive to potential employers
  o They will relentlessly pressure you for a decision
  o Their main focus is the placement fee and do not really have your best interests at heart

In-House physician recruiters

Advantages:
  o Employed by the organization
  o No fees
  o Direct knowledge of the organization and community
  o Focus on good match and retention

Disadvantages:
  o CV presented to a single organization
CV Do’s and Don’ts

- Do include a cover letter
- Do personalize the letter

Curriculum Vitae

Contact information
- Address, home phone number, Email address
- Preferred contact (home, work, pager, Email)

Education
- College, Medical School, Residency and Fellowship

Professional experience

Professional organizations

Personal interests

Presentations and publications

- Don’t hand write *anything* on your CV
- Don’t cram too much into a small area
- Don’t include reference letters and other credentialing documents
Deciding Where to Interview

Decide up front, based on your personality and practice interests:

What type of group or practice fits YOU best?
- Small, single-specialty group with close relationships
- Large group with lots of colleagues to consult with
- Multi-specialty group with sub-specialists
- Hospital-based with lots of “action”
- Solo
- Academic

Consider the area before accepting an interview:
- Size of the community
- Amenities
  - The arts and cultural activities
  - Recreational possibilities
  - Professional sports
- Quality of the schools
- Cost of living
Interviewing Techniques

Do your homework about the practice:

- Ask for a recruitment brochure/video
- Check out their website

The Phone Interview:

- Will make or break an invitation for an on-site interview
- Be enthusiastic and sincere

The Site Visit:

- Dress professionally – you never get a second chance to make a first impression
- Call ahead and clarify what you would like to see, who you would like to meet
- Bring extra copies of your CV
- Come prepared with a list of questions
- Bring your spouse, send them off on their own itinerary
- Ask for time to explore on your own
- Clarify which visit expenses will be covered
- Don’t leave the interview with questions unanswered
Post-Interview Process

♦ Make a Pro and Con list for each practice opportunity
♦ Interview at least two places, but try to limit to five
♦ Compensation and methodology – ask for it in writing
♦ Review contract with an attorney
♦ Clarify the next step and decision date required