

**ADVENTURES
IN MEDICINE**

Career and Life Planning for Physicians

3RNet



*National Rural Recruitment
and Retention Network*

Interviewing

Presented by:
Mike Shimmens
Executive Director
3RNet





Introduction



You don't have a **second chance** to make a good first impression

ACCEPT

DECLINE

You cannot **DECLINE** an opportunity that was never offered to you

GET
THE
FACTS



You cannot make a good decision without **all** of the facts



You cannot collect **all** the facts unless you are **prepared**

In today's session, we'll cover...

1

Two Sides of the "Job Coin"

2

Interview Process

3

Do your Homework

4

Phone Interviews

5

Onsite Interviews

6

Post-Interview Follow up





1

Two Sides of the “Job Coin”



Interviewer (Employer):

Seeking a physician who fits their job requirements and the culture of the organization and contributes to the bottom line.

Interviewee (Candidate):

Your desire is to find a job and organization that meets your needs and expectations.

Common Q's/Concerns:

- ✓ Is this the right physician to serve my community?
- ✓ What's the likelihood of this physician staying long term?
- ✓ Will this physician get along with administration, medical staff, and community?

Common Q's/Concerns:

- ✓ Will this be the right fit for me?
- ✓ Will I get along with my co-workers?
- ✓ Will I earn enough money?
- ✓ Will my family like the area?

Interview Process

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The contents are intended for general informational purposes only. Each interview may significantly vary.



10 Steps to Interview



Candidate Submits CV

Candidate:

- ✓ Identify names of potential hospital, practice, etc.
- ✓ Conduct online search
- ✓ Work with recruiter and/or call on potential employers
- ✓ Submit CV to potential employers

Timeframe: 1 to 7 Days

ELAPSED TIME

1 to 7 days

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10 Steps to Interview



Review CV

- ✓ In-house recruiter reviews all incoming CVs and identifies the most interesting candidates for review

Timeframe: 2 to 14 days

ELAPSED TIME

3 to 21 days

10 Steps to Interview



CV sent to physician

- ✓ Selected CVs are forwarded to medical director or hiring physician for further review
- ✓ CV is reviewed and assessed
- ✓ For qualified candidates, a phone interview is scheduled

Timeframe: 2 to 14 days

ELAPSED TIME

5 to 35 days

10 Steps to Interview



Phone Interview

- ✓ If CV is approved, the medical director or hiring physician conducts a phone interview with the candidate
- ✓ Employer contacts candidate
Employer asks questions
- ✓ Candidate has opportunity to ask questions

Timeframe: 2 to 14 days

ELAPSED TIME

7 to 49 days

10 Steps to Interview

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Invitation to Interview

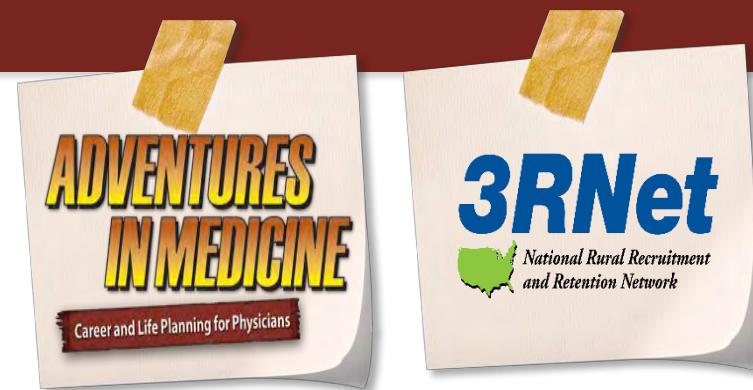
- ✓ The medical director or hiring physician determines if the candidate should be invited in for an interview
- ✓ Decision to invite candidate for an onsite interview
- ✓ If yes, Employer will ask for available dates
- ✓ If traveling outside the state, interviews will be arranged two to four weeks out to provide ample time to facilitate an interview

Timeframe: 2 to 14 days

ELAPSED TIME

9 to 63 days

10 Steps to Interview



Onsite Visit

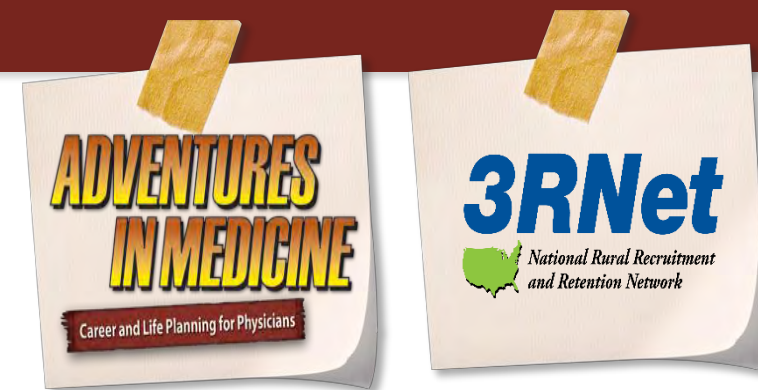
- ✓ It's common for employers to interview multiple candidates
- ✓ Interviews generally last one to two business days
- ✓ For the employers who have a one interview process often invite spouse/SO

Timeframe: 14 to 56 days

ELAPSED TIME

23 to 119 days

10 Steps to Interview



Invitation to 2nd Interview

- ✓ Evaluations from all of the interviewers will be reviewed and evaluated
- ✓ Some organizations will vote whether to invite a candidate back for a 2nd onsite visit
- ✓ For employers who have a two onsite visit process, will invite spouse/so on 2nd interview

Timeframe: 14 to 56 days

ELAPSED TIME

37 to 175 days

10 Steps to Interview



Offer Letter

- ✓ Offers may come in the form of a letter of intent.
- ✓ Some offers may be negotiable and others may not
- ✓ If negotiable, Candidates should negotiate before signing offer letter and receiving executable agreement

Timeframe: 2 to 30 days

ELAPSED TIME

39 to 205 days

10 Steps to Interview

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Background Check

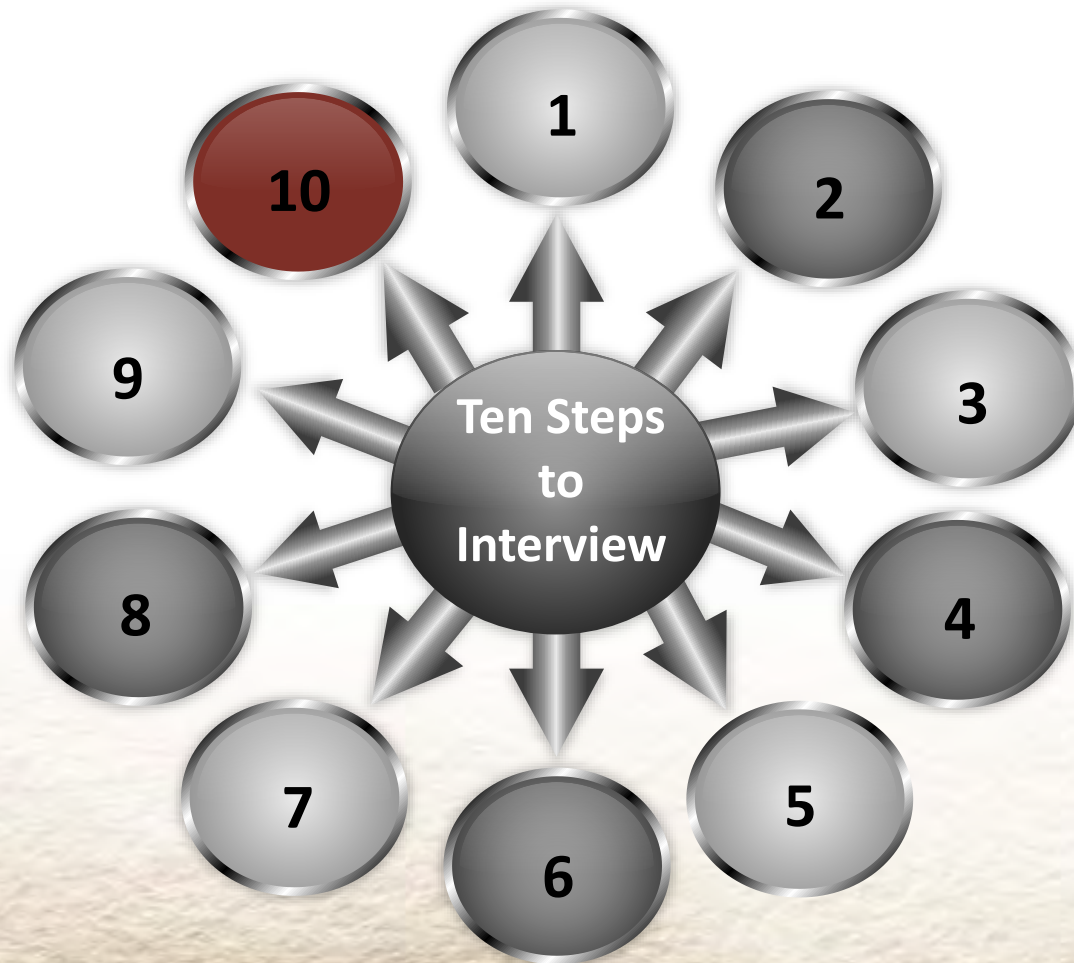
- ✓ Organization checks 3 to 5 professional references (some organizations check references before the onsite visit)
- ✓ Organization conducts extensive background checks
- ✓ Credentialing process begins once there is executed agreement

Timeframe: 2 to 30 days

ELAPSED TIME

41 to 235 days

10 Steps to Interview



Executable Agreement

- ✓ Executable contracts are drawn up by the hiring organization and reviewed by the candidate and possibly their attorney
- ✓ Some organizations place a ten day deadline on agreement
- ✓ The language of the agreement may or may not be changed

Timeframe: 7 to 45 days

ELAPSED TIME

47 to 280 days

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Do your Homework

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Visit the organization's website to learn about:

- ✓ Size of Community
- ✓ Number of employees
- ✓ Number of years in business
- ✓ Rankings against similar facilities/organizations
- ✓ Organization's mission, vision, and values
- ✓ Who they serve: type of population, patient mix, demographics



Use networking: who do you know who works there or has worked there? Ask them about what it's like to work there and the politics of the organization.

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Do your Homework



Investigate reputation using research sites like:

Source	Type of Research	URL
HCAHPS	Organizational, departmental or service line awards or distinction	www.hcahpsonline.org
American Hospital Directory	Free profiles of hospitals	www.ahd.com
Hospital Value Index	Free online tool that evaluates and compares hospital performance on multiple factors that go in to providing value	www.hospitalvalueindex.com
Top 100 Hospitals	Listing of the best clinically and fiscally operating hospitals in the U.S.	www.top100hospitals.com

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Phone Interviews



The purpose of Phone Interviews:

- ✓ Verify qualifications and determine if this position fits primary requirements on both sides.
- ✓ Determine if an onsite interview makes sense for both parties.

Sample Employer Questions

- ☐ What are you looking for?
- ☐ Why did you pursue medicine?
- ☐ What's your ideal practice setting?
- ☐ What are your expectations relating to your priorities (geographic location, quality of life, work)?

Sample Interviewee Questions

- ☐ How would you characterize the relationship between administration and the medical staff?
- ☐ The relationship amongst the medical staff?
- ☐ How do you gather and monitor the concerns of your medical staff?



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Onsite Interviews

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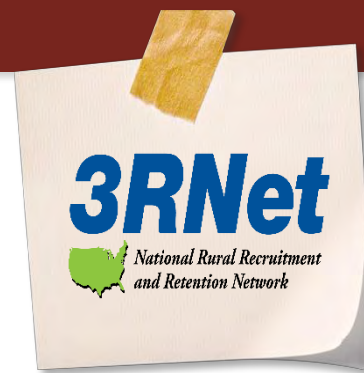
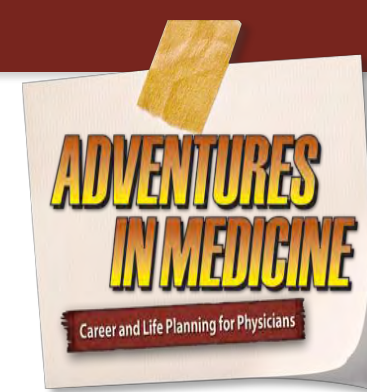
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- ✓ An on-site interview is a face to face interview between the potential employer and candidate
- ✓ Be aware that there are several details that must be taken care of ahead of time, including:
 - ☐ Travel
 - ☐ Itinerary
 - ☐ Luncheons/dinners
 - ☐ Facility Tour
 - ☐ Community Tour

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Onsite Interviews



Important Information

- ✓ If you work with a recruiter, many recruiters serve as liaison between you and the hiring organization to coordinate logistics.
- ✓ It's common for several decision makers to interview you individually and collectively.
- ✓ Be prepared for the different personality types and being asked similar questions by different interviewers.
- ✓ Answers should be well-thought-out responses; immediate, but no rote.
- ✓ The more prepared you are the better the interview will go.
- ✓ Don't answer the questions the way you believe the organization would like them to be answered.

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Onsite Interviews

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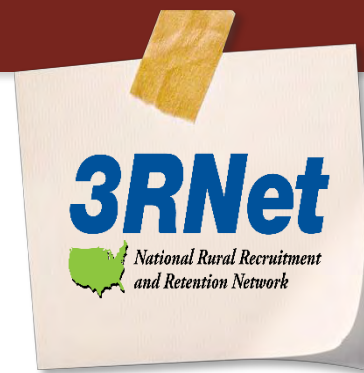
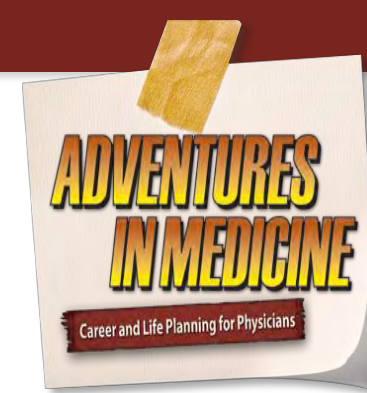


A Typical Interview

- ✓ Getting acquainted questions, small talk
- ✓ General questions (e.g. CV, schooling, etc.)
- ✓ Specific questions (e.g. experience, situational)
- ✓ Your questions (tied to your core values, life purpose, priorities)
- ✓ Facility tour
- ✓ Community tour
- ✓ Wrap-up and discussion of next steps

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Post-Interview Follow up



After the interview, write down important information while it's fresh in your mind, including:

- ✓ Your impressions
- ✓ Facts covered
- ✓ Additional questions you have
- ✓ Personal information about the people you met (about their family, vacations, etc.) so you can refer to it and add a person touch in subsequent conversations

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Post-Interview Follow up



Thank you!

It's **YOUR RESPONSIBILITY** to initiate follow-up after the interview by sending a **THANK-YOU NOTE**.

- ✓ Write a personal thank-you note by hand (to each person you met)
- ✓ Thank them for their time and the information
- ✓ Confirm interest in the position (if applicable)

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Post-Interview Follow up

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Don't Burn a Bridge

Employers know that you can only choose one opportunity.

- ✓ Remember, it's a small world
- ✓ Everybody knows somebody
- ✓ Be honest throughout the process
- ✓ If you decide the opportunity is not the right opportunity, communicate your decision.



Q & A



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Contact Information:

Mike Shimmens

Executive Director

3RNet

800-787-2512

shimmens@3rnet.org

www.3rnet.org

