

Interviewing:

How to effectively manage your job search

Providence Physician Services & Development

Overview

- **Know what you want**
- **Recruiters: in-house vs. external**
- **Phone screening effectively**
- **Site visit success**

Know what you want

- **Where do you and your spouse want to live?**
 - Social activities
 - Church
 - Schools
 - Demographics
 - Access to airport/ extended family
 - Access to arts and culture
- **What's important to you in a practice?**
 - Hours/week
 - Call schedule
 - Employed vs. private practice
 - Compensation
 - Personality of other physicians
 - Support of the hospital
 - Procedures you're willing to do
- **What kind of work / life balance do you want?**

Recruiters: the first step

In-house vs. external

- In-house recruiters are salaried employees of each hospital or the organization conducting the search
 - Their job is to help the hospital or the group find the best fit
 - Typically live and know the local area

Recruiters: the first step

- External recruiters are paid on commission
 - They will only tell you about jobs with hospitals or groups that have agreed to pay their fee – typically \$20,000 - \$30,000
 - Most likely to place you rural environments who have difficulty recruiting
 - Typically not locally based

Recruiters: phone screen

Typical Questions

- What caught your interest about this position?
- Why are you interested in this community?
 - Have you ever visited before?
 - Do you have family or friends here?
- What is important to you in a practice?
- Where are you in your search
 - Actively interviewing?
 - Pending contracts?
 - Timeframe?

Recruiters: phone screen

- Who else is involved in your decision making process?
 - Will spouse be seeking employment?
 - What do your children need access to?

Goal: Recruiter is making sure you have a legitimate reason to want this community and this practice. Your goal should be similar.

Recruiters: next step

- **If practice sounds like a match**
 - Recruiter will likely forward you to the next step, typically another phone screen with the Medical Director or hospital administration
 - Confirm with the recruiter what the process will look like.
- **If you need more information**
 - Ask the Recruiter to provide you additional information about the area and hospital
 - Arrange a time to talk further

Site visit: itinerary

Anyone and everyone you meet will be part of the interview process

- This potentially includes the cab driver to the hotel, the front desk assistant at the hospital, the realtor conducting your community tour, etc.

Site visit: interview questions

Know what you bring to the table

- What are your attributes that make you a strong candidate?
- What are your ideal practice parameters?
 - What are you willing to be flexible on?
 - What are deal breakers?
- An interview is a two-way street: Ask the questions that are important to you and your family


Site visit: interview questions

- Be prepared for behavioral interview questions
- Questions that ask how you have behaved in a situation
- Answer should have three parts: description, your action, outcome or result


Site visit: interview questions

Select interview questions might come from the following competencies on the next slides

Motivational Fit

- What are the major reasons you are interested in leaving your current job?
 - Tell me about the best job you ever had? Least?
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Adaptability/Stress management

- Describe a time when you faced a particularly demanding rush situation (emergency, deadline, etc.) How did you react?
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Customer Focus

- Tell me about a time when you went the extra mile to satisfy a patient. What specifically did you do?

Integrity and Trust

- How do you build trust with colleagues and patients?
- Tell me about a time that you had to be conscious of ethical guidelines before proceeding with the care of a patient.

Planning and Organizing

- Tell me about a time where you had conflicting priorities. How did you handle it?

Teamwork

- From time to time we all have differences with others we work with and that can make both our job and theirs more stressful. Tell me about a time when you had a conflict with one of your peers or supervisors. How did it develop and what did you do about it.

Site visit: interview questions

- Before leaving, make sure you understand the next steps
- If you're interested in this practice, express it
- Understand the timeframe

Questions?

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