



UNIVERSITY *of* MARYLAND  
MEDICAL SYSTEM

# *Preparing for Your Job Search*

*“The Art & Science of Finding the  
Perfect Practice Opportunity”*

# Preparing For Your Job Search

## The “Art & Science” of identifying the “Perfect” practice opportunity

- *Tools: CV & Cover letter*
- *Resources ~ Websites/Networking/Recruiters/Career Fairs*
- *Job Search Timeline = Strategy/Tactics – you manage the process*
- *Contract Negotiation*

## Two Types of Recruiters

- *Internal - Work for the hospital/practice; paid a base salary from the organization/hospital. Their goal is to make the best match between the position and candidate.*
- *External - Paid only if they fill a position (commission-based). Their goal is to fill a spot as quickly as possible*

## NEJM Articles:

- *“Working with In-House Physician Recruiters”*
- *“When the Physician Search Firm Calls”*

# Preparing For Your Job Search

## Resources

- *Internet*
- *Personal Networking*
- *Recruiters*
- *Program Directors*

## Job Search Timeline

- *Think Strategically*
- *Rules of the Game*

Resource	Percentage Use
Internet	77%
Networking	76%
Recruiters	55%
Program Directors	52%
Specialty Societies	17%
Journal Ads	7%

Source: Merritt Hawkins 2010 Survey Results

# Job Search Timeline – 4 Phases

## Plan ~ Do Your Homework

- *Develop job search timeline*
- *Know the medical market conditions and practice options*
- *Understand compensation structures, productivity formulas, geographic implications*
- *Prepare your questions*
- *Align job options with your life and priorities*

## Search ~ Work Your Plan

- *Build your search strategy*
- *Prepare for and conduct Interviews*

## Decide ~ Choose The Job With Confidence

- *Analyze and select the best job offer for you*
- *Negotiate your employment contract*

## Implement ~ Start The Job

- *Transition into your first job*

# *Internet – Specialty Job Boards and Health System Websites*

## **Specialty Physician Career Job Boards**

- *Hospitalists.com*
- *AAFP – American College of Family Physicians*
- *Gaswork.com*
- *Pedjobs – American Academy of Pediatrics*
  - **www.pedjobs.com**

## **Health System Websites**

- *University of Maryland Medical System (UMMS)*
  - **www.ummsphysician.jobs**
- *HCA - Hospital Corporation of America – 169 hospitals*
  - **www.practicewithus.com**

# *Internet: ~ National physician career sites*

## **Physician Recruiter Associations**

- *Association Staff Physician Recruiters* – [www.aspr.org](http://www.aspr.org)
- *Mid-Atlantic Physician Recruiter Alliance* – [www.mapra.org](http://www.mapra.org)
- *Academic In house Physician Recruiters* – [www.new.academicphysicianjobs.org](http://www.new.academicphysicianjobs.org)

## **Physician Job Boards**

- *Practice Match* – [www.practicematch.com](http://www.practicematch.com)
- *Practice Link* – [www.practicelink.com](http://www.practicelink.com)
- *NEJM Career Center* – [www.nejmjobs.org](http://www.nejmjobs.org)
- *Locum Tenens* – [www.locumtenens.com](http://www.locumtenens.com)
- *CareerMD* – [www.careermd.com](http://www.careermd.com)



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[Pediatric Hospitalist Opportunity at Baltimore Washington Medical Center](#)

University of Maryland Medical System- US - MD - Anne Arundel County

Pediatric Hospitalist Baltimore Washington Medical Center (BWMC), part of University of Maryland Medical System (UMMS), has an excellent opportunity for a BC/BE Pediatric Hospitalist to join a so...

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## Search for Jobs

Vacancy Type

- Employment Vacancy
- Fellowship Vacancy
- Residency Vacancy

Employment Area

- Neurological Surgery
- Neurology
- Obstetrics and Gynecology
- Occupational Medicine
- Oncology
- Ophthalmology

Show Only J-1 Opportunities

State

- Massachusetts
- Maryland
- Maine
- Michigan
- Minnesota
- Missouri
- Mississippi
- Montana

Search by Keyword

SEARCH

CLEAR

Advanced Search

Search CareerMD's online job database to locate employment opportunities posted by leading hospitals, healthcare systems and other physician employers across the country. Check back often - new positions are posted daily!

## Also for Physicians & Physicians in Training



E-Job Bulletins



Career Fairs



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# CareerMD Career Fairs



PHYSICIAN RECRUITMENT SERVICES



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Monday, August 20th, 2012 5:00 p.m. to 9:00 p.m. Georgetown University Hotel & Conference Center	Washington, DC CareerMD Job Fair To register, <a href="#">click here</a> .	Georgetown University Hotel & Conference Center 3800 Reservoir Road NW Washington, D.C. 20057 (202) 687-2818
Monday, February 11th, 2013 5:00 p.m. to 9:00 p.m. Georgetown University Hotel & Conference Center	Washington, DC CareerMD Job Fair To register, <a href="#">click here</a> .	Georgetown University Hotel & Conference Center 3800 Reservoir Road NW Washington, D.C. 20057 (202) 687-2818



For more information about advertised events, please contact:

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Your one-stop handbook to guide you through the styles of practice and to help you make the best choice.

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- Popular Topics**
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  - Leadership
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**Physicians, click here for a**

## Success of networkers vs. non-networkers

- *Most effective strategy to get a job*
  - Program Directors
  - Colleagues
  - Faculty
  - Mentors
  - Family
  - Friends

## Direct Mail

- *“Hidden Job Market”*
- *Identify list of physician practices/ hospitals - field, region, state*
- *Response rate dependent on practice /hospital size*

# *Before the Interview: Be prepared - Frequent Questions*

## **“Tell me about yourself.”**

- *Chronological accounts are good... start with undergrad.*
- *Explain why you chose the undergrad / graduate / medical schools you attended*
- *Give family information*
- *“What will someone else say about you?”*
- *“Why do you want to join our practice?”*
- *“What are your strengths? Weaknesses??*
- *“Why do you want to relocate or move to this area?”*
- *“What was the most difficult task you performed during residency?”*
- *“What will you expect from us?”*
- *“Why should we hire you?”*
- *“What are your short term (1-3 year) and long term (5-10 year) goals?”*
- *“Academic responsibilities—Residents? Teaching? Research?”*
- *“Outside Interests?”*
- *“Ethical standards—i.e., abortion, etc.?”*

# *During the Interview: Questions You might Ask – Hospital-Employed*

## **About the hospital**

- *What services is the hospital best known for?*
- *How many beds (CCU, ICU, NICU, OR, PICU, Psych, OB) or patients in my area? Capacity issues? Any plans for expansion?*
- *Any recent equipment purchases? Plans?*

## **About the medical staff**

- *How many other employed physicians overall and in my specialty? How are they received by the rest of the medical staff?*
- *How is medical staff turnover? Average tenure?*
- *What is the credentialing and re-credentialing process?*

## **About the role**

- *What is duration of the contract?*
- *What is the renewal process?*
- *Will I be responsible for training / covering residents?*
- *Do you (interviewer) have any questions / concerns that remain answered? (The best way to obtain the job or make the sale is refuting concerns -- if they go unresolved, the deal will fall through!)*
- *I am interested in joining your team – how would you like to proceed from here? (Always ask for the job.)*

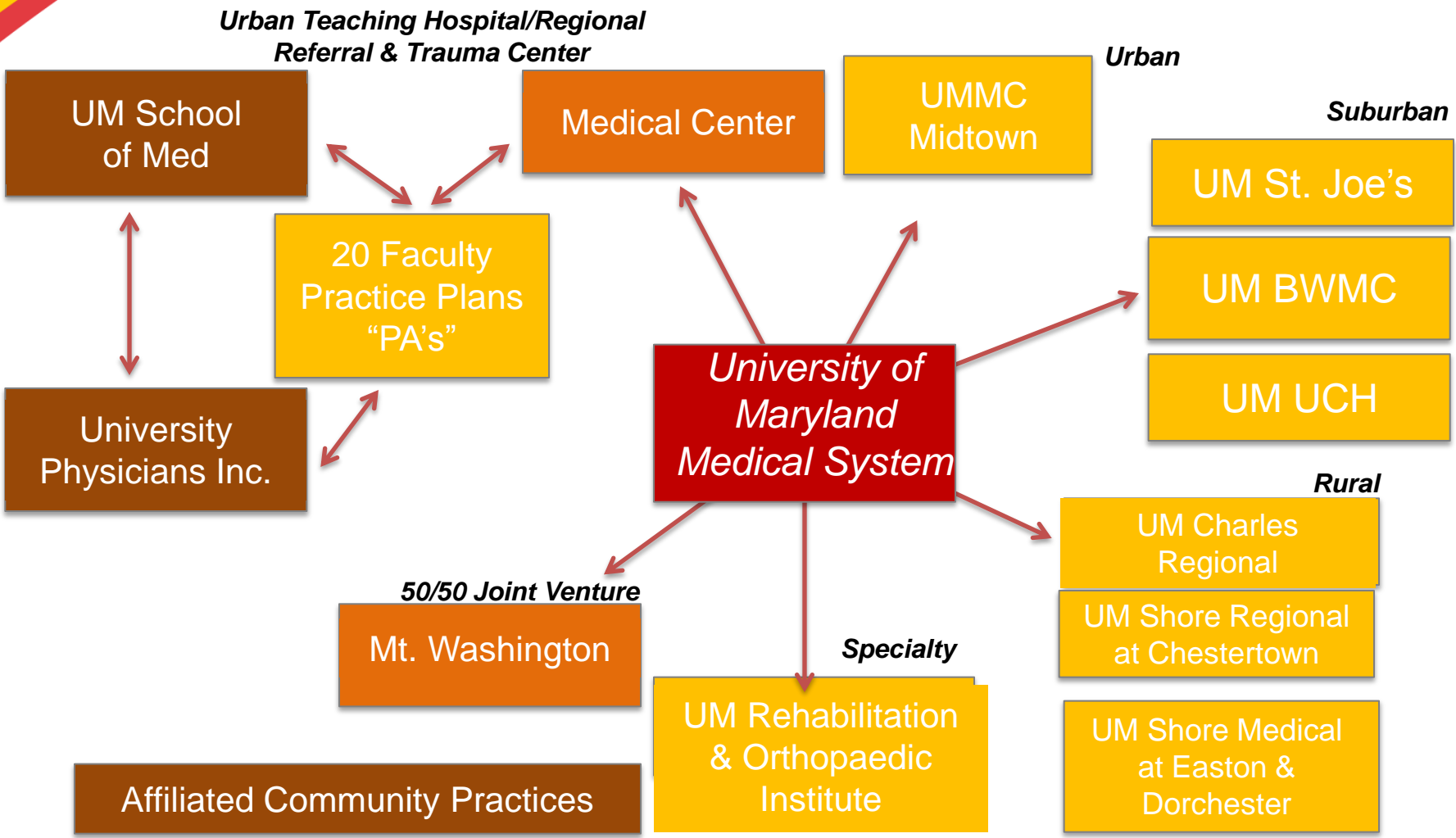
# *During the Interview: Questions You might Ask – Community Practice*

- *What is your call ratio?*
- *Which hospitals do you cover?*
- *What is the current payor mix?*
  - *What percentage of your practice is Medicare / HMO / PPO / private insurance?*
- *Does the group have an EMR system?*
- *What is the practice doing to get ready for potential healthcare reform?*
- *What do you do to control overhead expenses?*
- *Is there a business / marketing plan in writing. If so, and if you are interested in me, can I get a copy?*
- *How many physicians have left the practice in the last 2-3 years?*
  - *If so, can you tell me why?*
- *What are the requirements for partnership? Is there a buy-in? What is the buy-in concept?*
- *What is your financial position? (this might be left until an offer is made, but it is recommended that this is known before signing.)*
  - *Were you profitable last year?*
  - *How much did you bill / collect last year?*
  - *What is per physician ratio?*

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# Our Hospitals





# Questions

Thank you!

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