

The number one mistake of residents and fellows is not thinking through their personal criteria before starting their job search.

Resolve understands this can be a difficult process, with many items to consider, which is why we have put together the checklist below, outlining key dates and items that young physicians should consider when searching for a job.

### Choosing Resolve:

Resolve is not a recruiter, but works for the physician to find the ideal job, providing unique insight into the items that truly matter to physicians when conducting their jobs search.

If you have any questions on the job search process, or would like to have Resolve find your career, call us today at 877-758-3318.

## Know What You Want - 18 Months Prior to Graduation

### Choosing the Practice Location

- |  |   |
|--|---|
| <input type="checkbox"/> Solo practice                     | <input type="checkbox"/> Academic position        |
| <input type="checkbox"/> Small group (2 to 5)              | <input type="checkbox"/> Industry position        |
| <input type="checkbox"/> Medium group (6 to 15)            | <input type="checkbox"/> Administrative position  |
| <input type="checkbox"/> Large group (15+)                 | <input type="checkbox"/> Public health position   |
| <input type="checkbox"/> Out-patient clinic or urgent care | <input type="checkbox"/> Student health clinic    |
| <input type="checkbox"/> Hospitalist                       | <input type="checkbox"/> Government position (VA) |
| <input type="checkbox"/> Research position                 | <input type="checkbox"/> Locum tenens             |



**NOTE: THOSE INTERESTED IN ACADEMICS SHOULD BEGIN THEIR JOB SEARCH AS SOON AS POSSIBLE, PROVIDING A FULL 18 MONTHS TO FIND THEIR POSITION.**

## Choosing the Practice Location

*Geographic Region*

\_\_\_\_\_ Northeast

\_\_\_\_\_ South

\_\_\_\_\_ Midwest

\_\_\_\_\_ West

\_\_\_\_\_ Pacific

*Population*

\_\_\_\_\_ Fewer than 50,000

\_\_\_\_\_ 50,000 to 250,000

\_\_\_\_\_ 250,000 to 1 million

\_\_\_\_\_ More than 1 million

*Proximity to Family and Friends:*

\_\_\_\_\_ Miles

\_\_\_\_\_ Not Important

## Spouses Preferences:

---

---

---

## Lifestyle Considerations: (sports, boating, etc.)

---

---

---

## Prepare for the Search - 18 Months Prior to Graduation

- \_\_\_\_\_ Write a CV and a cover letter that can be modified for each submission.
- \_\_\_\_\_ Have CV and cover letter reviewed by trusted advisors for feedback.
- \_\_\_\_\_ Assemble a list of professional references.
- \_\_\_\_\_ Broadly consider all possibilities and further discuss with your spouse or significant other.



***NOTE: TO REDUCE STRESS, ENSURE YOUR SPOUSE OR SIGNIFICANT OTHER IS ON BOARD WITH YOUR JOB SEARCH CRITERIA BEFORE STARTING.***

## Begin the Search - 12-18 Months Prior to Graduation

- \_\_\_\_\_ Finalize criteria for your ideal job and location.
- \_\_\_\_\_ Reach out to anyone you know who might have leads that match your criteria.
- \_\_\_\_\_ Make a list of possible locations/opportunities to research and consider.
- \_\_\_\_\_ Make inquiries by phone or by sending your CV and cover letter.
- \_\_\_\_\_ Arrange to take time off for on-site interviews.
- \_\_\_\_\_ Complete phone interviews.
- \_\_\_\_\_ Narrow the field.
- \_\_\_\_\_ Complete on-site interviews.
- \_\_\_\_\_ Narrow the field again.

- \_\_\_\_\_ Review offer(s) and make a decision.
- \_\_\_\_\_ Have a physician contract attorney review your contract.
- \_\_\_\_\_ Negotiate and finalize contract.
- \_\_\_\_\_ Decline offers that don't fit. Employers would much rather hear a respectful "no" than stringing them along until the offer expires.
- \_\_\_\_\_ Secure office space and order equipment (if applicable).
- \_\_\_\_\_ Apply for state medical license, professional liability insurance and hospital privileges.
- \_\_\_\_\_ Complete paperwork for Medicare and insurance providers.
- \_\_\_\_\_ Meet with an accountant and/or financial planner.



***NOTE: SOME EMPLOYERS WILL REQUIRE STATE LICENSING BEFORE CONSIDERING AN APPLICATION. TAKE THIS INTO CONSIDERATION WHEN DECIDING IF A GEOGRAPHIC***

Taking on the physician job search process alone can be a time consuming and difficult task. Resolve does the search for you, widening your search field by finding all available opportunities that fit your specialty and preferences.

Resolve also offers an attorney team and financial advisors to review your contract and negotiate on your behalf, taking the guesswork out of determining the contract's fairness and value.