



Job Search 101

As recruiters, we view the job market from three unique perspectives: the job applicant, the hospital looking to hire, and as an employer ourselves. Take it from us when we say that everyone can use a little guidance when it comes to job search. Here are some basic tips to get you, the candidate, started.

Be Prepared

Nothing says “I’m not serious” like a candidate with no CV. Before you begin your search, fine tune your CV. As you start applying, create a spreadsheet or list of every job applied to, contact person and notes about the job. That way, when a recruiter or hospital C.E.O. calls you a week later, you are confident and knowledgeable about the position. Also, be prepared to answer questions about your search, such as your financial expectations, key skills, personal interests, and details about your training. Explain any gaps in training and work restrictions like visas or background issues *on the initial call*.

Needs vs. Wants

It is important to be realistic, because it is rare and unlikely that you will find everything you desire. You should not expect to live in a major metropolitan area and be offered the 75th percentile compensation. As you start your search, figure out what is most important – money, location, or type of practice – and figure out what is a need and what is just a preference.

The Golden Rule

We’ve all been taught to treat others how we want to be treated, and we should not forget this rule in our job hunt. Whether it is a recruiter, a gatekeeper or other staff member, always treat each person you interact

with as you would your future employer. Every person you encounter will have a direct relationship with the person calling the shots, and can potentially influence the decision to hire you or move on to other candidates.

Social Media and Online Job Boards Dos and Don’ts

- **Do join LinkedIn - the largest professional networking site.** This site will prove to be useful beyond its job search functions. It’s also a great place to round up recommendations; just make sure to keep your profile searchable to the public to take full advantage of this feature.



Retained recruiters have spent days meeting with your potential employers – don’t pass on the opportunity to pick their brains. Ask questions like ***What quality is most important in a new hire for this practice? What were the other physicians in practice like?***

Want more ideas? Contact us today!

- **Do create a Twitter account and follow physician job boards, recruitment firms, and hospitals you might be interested in.** By following these organizations you will receive the newest jobs all in one location. It’s the fastest, least intrusive way to get job updates.
- **Don’t just Google or Bing.** Search engines are great for when you don’t know where to look. For job searches though, it’s better to use job aggregate sites like Indeed or SimplyHired. Set up email alerts for keywords and locations, and they will do the work for you.
- **Don’t mix work and pleasure.** It may be easy to just communicate with your existing personal accounts, but at some point you are going to miss your privacy. We recommend creating separate accounts for Facebook, Twitter, and other sites– even a new email address for all job related correspondence will help you stay organized.