

FINDING A JOB AFTER RESIDENCY: A MONTH-BY-MONTH GUIDE



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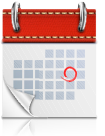
MEDSOURCE CONSULTANTS WHITEPAPER SERIES

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WELCOME

For the past several years, you have worked hard to complete your training, focused on a balance of hospital rounds and patient evaluations. The residency period has provided the foremost in advanced training, so you are now equipped to handle any medical scenario. However, the one component that it has not given you is the information necessary to plan for your post-residency career. At this point, you realize how important (and oftentimes confusing) finding a job after residency can be, so we have developed a 12-month comprehensive guide for securing a satisfying career in medicine as your final year of training comes to an end.





ORGANIZE AND DRAFT AN EFFECTIVE CV

INCLUDE PERTINENT INFORMATION

Your CV needs to include relevant course work, accurate dates for employment and educational history, licenses, certificates, publications as well as technical and specialized skills.

ORGANIZE YOUR INFORMATION IN A LOGICAL WAY

Your name and contact info should be on top of the page. You should include various headings below in the following order: Education, Employment History, Personal Skills, Interests/Hobbies. Conclude with references. Include dates in reverse chronological order. There's an old saying: "If your CV doesn't flow, it'll be a no."



EMPHASIZE ACHIEVEMENTS

Include high-impact descriptions of your major achievements that are relevant to the role you are seeking. Refer to facts, not vague claims.

PROOFREAD YOUR CV

Inaccuracies, misspellings, inconsistent structure and poor grammar all reflect negatively. You should be able to explain any gaps in your CV.

LESS IS MORE

Your CV should be no longer than 2-3 pages. This is not your career history: it's a bulleted description of your experiences, education and capabilities.



OPPORTUNITY

There will be a variety of opportunities available for you. It's important to determine the type of work you want to do as you begin your career, as well as the position you want to be in. Is a position with no on call work the most important thing for your work/life balance? Do you need a position that supports your Visa? What role does money play in your decision? Do you need to pay off student loans?

FAMILY

Where can my spouse find work? Do you have specific educational goals for your children? These questions are key in determining the best location and schedule for your family.

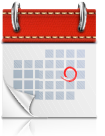
LIFESTYLE

What type of cultural and recreational desires do you have? Choosing between a big city or rural life as well as religious needs and your children's interests will play an important role in selecting a position.

LOCATION

What is the proximity to friends, family and those activities that are most important to you? Factor in housing prices and economic stability when deciding on location.

While it may be hard to choose between several of these conditions, it is key to prioritize what is most important to you. Instead of attempting to find an opportunity that has everything you desire, look for one that satisfies your top two or three needs and wants.



CAN I GET A LICENSE IN MY DESIRED STATE(S)?

Most states have a maximum number of attempts to obtain a USMLE and a restriction on how many years to successfully complete all USMLE steps. Understanding what will be required for you to practice and work in a particular part of the country is a critical step in preparing for life after residency.

DO I HAVE TO SATISFY A VISA REQUIREMENT?

Know the time restrictions on applying for H-1 and J-1 waivers as it applies to the state where you want to live. For many states, October 31st is the deadline for State 30 J-1 applications. If you are seeking a non-cap or cap exempt position for your H-1B Visa, each new allotment of Visas begin at the start of the fiscal year, which is October 1st. In either situation, timing is key as slots do run out quickly. Now is the time to consult with an attorney to ensure you have everything you need to begin work.

DO I NEED LOAN REPAYMENT?

Federal loan repayment is standard across the board but did you know that state loan repayment varies by state and specialty? Typically, state loan repayment is easier to obtain, so make sure you check into the requirements and funding amounts for the state of your preference.



LEVERAGE YOUR RESOURCES



PROGRAM DIRECTORS & COORDINATORS

This takes very little effort. Coordinators and directors are usually excellent resources for chief residents and stellar candidates. Please note that this resource is best used when a physician wants to stay local.

PERSONAL NETWORKS & PEERS

This is an essential resource when trying to find an “in” with an organization. Utilizing the expansive network of individuals, you know – and their connections – can yield solid results.

RECRUITERS

Oftentimes, recruiters are conducting confidential searches and will have job opportunities that aren't advertised. Working with a recruiter will produce options you would not have otherwise had.



JOB WEBSITES

Job websites are open to everyone and contain a vast amount of information that can take days to parse through. In addition to the competition, you'll spend countless time reviewing and applying to various positions. Most jobs online have been open for long periods of time, making their information dated. You'll expend a tremendous amount of energy with few results to show for it.

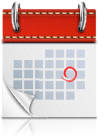
PRINT JOURNALS

Don't expect this to provide much in the way of results. In our electronic age, this method could be your least effective tool. The lead time on print is usually 60 – 90 days. So many things can change in the interim that the value and payoff of relying on a print publication are hardly feasible.

CONTACTING HOSPITALS & GROUPS DIRECTLY

Contacting hospitals and groups directly is time consuming and oftentimes frustrating. Do you want to spend your days cold calling and leaving messages instead working, studying or doing research?

BE PROACTIVE: ENGAGE IN PHONE INTERVIEWS



BE PREPARED TO TALK ABOUT YOUR ACCOMPLISHMENTS

Present your accomplishments to show your strengths. Illustrate your points in short, concise stories. Have a fluid conversation ready – try and talk naturally and avoid the mistake of appearing scripted: “I have lots of clinical experience in _____. While in my fellowship I am assigned one day a week as an attending which is giving me a lot of clinical experience.”

DO YOUR HOMEWORK AND FAMILIARIZE YOURSELF WITH THE EMPLOYER AND LOCATION

Show interest in the employer by learning about them. Showing this knowledge is a great display of your engagement and attention to detail. A personal tie works well: “My wife’s family is from the area and we’d like to live there after my training is complete.” If you can mention particular and specific points from the job description, it will reinforce the notion that you have done your research.



SMILE DURING THE CONVERSATION TO CONVEY ENTHUSIASM.

It’s a proven fact that people who smile on the phone are better received than those who are stone faced. Enthusiasm is also communicated via the cadence and tone of your voice.

GIVE DIRECT AND SUCCINCT RESPONSES

Avoid the tendency to ramble on and jump from topic to topic. Visualize giving direct and succinct responses that demonstrate candor and a reflective mindset. Give some thought to what questions you might be asked, as well as what would be appropriate to ask the interviewer.

HAVE DATES AVAILABLE FOR A SITE VISIT

Remember: your goal is to secure an interview. If you are genuinely interested in the practice, ask for the opportunity to schedule a site visit to meet the team. Have dates readily available.

MAKE THE MOST OF YOUR INTERVIEW



PRESENTATION

Be professional, but show your personality. When in doubt, dress conservatively.

BE PREPARED

Bring several (a good rule of thumb is five) professional copies of your Curriculum Vitae and a list of specific and pertinent questions related to the job you are interviewing for.

USE POWERFUL NON-VERBAL ACTIONS

Research has shown that we send 55% of our messages through body language, 38% through tone of voice, and only 7% through words. We conduct the majority of our face-to-face communication through eye contact, posture, gestures, expressions, and tone of voice. If you neglect the power of non-verbal communication, you can greatly diminish your chances of interviewing success.

BE POSITIVE

Avoid negative comments about past employers. Act like this is the only interview that matters to you. People want to hire people that want the job, so make sure you sound enthusiastic.

RELATE AND ADAPT

Relate your answers relevant to the position and adapt your conversation style to harmonize with the interviewer.

NEGOTIATE

Negotiating a contract is the last step in securing an ideal position. It can be done by you personally or with a third party such as a recruiter. If you are not skilled or comfortable at negotiating, consider using a third party. It could mean the difference of an additional 10-20% in salary.



EVALUATE YOUR CHOICES



You have concluded your interviews. Now it is time to reflect on what is most important to you in a potential practice opportunity. Comparing and contrasting three fundamental categories will allow you to determine which opportunity best suits your needs. A comparison checklist is an excellent tool for evaluation when comparing your options. Some physician candidates will use lists with checkmarks, some write out the pros and cons, and some have an elaborate excel spreadsheet with pluses and minuses. Below are the three key categories to compare opportunities.

PROFESSIONAL NEEDS	ECONOMICS	LIFESTYLE
Job Responsibilities	Salary & Benefits	Proximity to Friends/Family
Caliber of Practice	Partnership/Profit Sharing/ Bonus	Proximity to Recreation/House of Worship
Call Schedule	Financial Stability of Group	Quality of Schools



PREPARE TO NEGOTIATE



STEP 1 – FIRST, GET THE OFFER

Do not start negotiations until you have a firm offer in writing. Depending on the length and complexity, you may need to consult an attorney. The client will give you a deadline – typically 7 to 10 days – so make sure you let your recruiter or attorney know about this deadline.

STEP 2 – FORMAL CONTRACT REVIEW

Attorneys get paid to make changes and their billing clock starts when you contact them. So make them aware that you are working on a strict deadline and need the agreement back as soon as possible. Review their changes and, if you see too much “redlining”, the group or hospital may become concerned or unhappy. You are entering into a professional relationship and want to handle negotiations diplomatically and professionally. Your recruiter can guide you through this process.

STEP 3 – ONE FELL SWOOP

Go back to the table with all of your questions and requests. Choose which issues are most important to you. Be methodical and have your list ready for review. Just as you have consulted with an attorney, your prospective employer has done the same. Multiple revisions to the contract can be costly so try to accomplish as much as possible from the start. Avoid a protracted negotiation.

STEP 4 – BE REALISTIC

You can certainly ask for more money, a bigger sign on bonus, or more vacation time, but don't go overboard. If you are joining a group, the hiring entity needs to keep parity with the other employees. If everyone has 4 weeks' of vacation the first year, it is unlikely they will double that just for you.

STEP 5 – DONE AND DONE

Once negotiations have ended, you typically receive two copies of the final contract to sign. Your employer will execute a copy and return an original signed copy for your records.



PREPARE ALL OF YOUR PAPERWORK



HOSPITAL CREDENTIALING

In order to have privileges at the local hospital, you will need to be credentialed by that hospital. This means you will receive a large packet in the mail with multiple forms to be completed thoroughly and returned to the credentialing department as soon as possible. You cannot become credentialed until you have a valid state medical license and DEA number.

FCVS – FEDERAL CREDENTIALING VERIFICATION SERVICE

FCVS was established by the Federation of State Medical Boards in September 1996 to provide a centralized, uniform process for state medical boards to obtain a verified, primary source record of a physician's core medical credentials. This service is designed to lighten the workload of the credentialing staff and reduce duplication of effort by gathering, verifying and permanently storing the physician's and/or physician assistant's credentials in a central repository at the FSMB's offices. FCVS obtains primary source verification of medical education, postgraduate training, examination history, board action history, board certification and identity. This repository of information allows a physician and/or physician assistant to establish a confidential, lifetime professional portfolio with FCVS which can be forwarded, at the physician's request, to any state medical board that has established an agreement with FCVS, hospital, health care or any other entity. The website to access this information is www.fsmb.org, and the organization is based in Dallas TX.

STATE LICENSURE – INITIAL APPLICATION OR RENEWAL

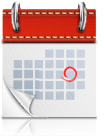
Check with the state you are applying for to find out timeframes. Once you submit your paperwork to the state you will be assigned a case person. Keep in touch to make sure they have all of the documentation they need to process your license. Find out how often the board meets.

STAY IN TOUCH AND GET STATUS UPDATES

Don't count on the licensure board to keep you abreast of everything that is going on with your license. It is up to you to keep in contact with them and to make sure that everything is progressing with your licensure as anticipated. Beginning in March, the bottle neck begins for those physicians wanting to start their new job in July. Stay in the loop and make sure you check in with the board.



TIME TO TIE UP LOOSE ENDS



COST OF LIVING ANALYSIS

There are many web sites you can utilize to estimate your expenses. For instance, to have a comparable lifestyle when you relocate from Detroit to New York, you would need to double your salary. Take this into consideration when looking at opportunities in different parts of the country.

FINALIZE THE SALE OF YOUR CURRENT HOME

Make sure your home is ready for sale. Ideally, your goal is to have this complete before you move. If you're going to keep the home and rent it, make sure to have it listed with a reputable broker.

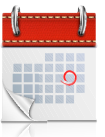
WORK TOWARD CLOSING ON YOUR NEW HOME

Take adequate time for real estate tours to find the right home for you and your family.

PROVIDE YOUR NEW EMPLOYER WITH 3 QUOTES FOR MOVING

Get these quotes early so your employer can reimburse you in a timely manner.

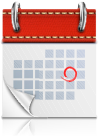
GET FAMILIAR WITH YOUR NEW COMMUNITY



Assimilating yourself into your new community is a great way familiarize yourself with your home. Embracing the unique and different surroundings around town can create a sense of belonging and ease the transition for your family. Here are some great things to do in your in new city:

- Attend a game and see the local sports team.
- Visit museums.
- Check out the local restaurants.
- Explore in the area parks.
- Have some neighbors over for a cookout.
- Support some of the local stores.

GET READ TO START YOUR NEW JOB



It's been 12 long months and you have moved into a new chapter of life as a physician. You've transitioned from your residency, moved your family and established roots in a new place. The only thing left before your first appointment is to verify with your new employer to ensure you have a streamlined orientation and start. A couple of simple, final objectives are:

- Reach out to your new employer before your start date.
- Review and fine-tune your job description.

THANK YOU

FOR MORE, VISIT MEDSOURCECONSULTANTS.COM

So your final year in residency will be a busy one. In addition to your normal responsibilities and duties, taking the steps to find the ideal position can seem overwhelming. However, by following these guidelines and timeframes, the daunting task of transitioning from residency into a new position can be streamlined.

For more information, visit www.medsourceconsultants.com

ABOUT



MEDSOURCE CONSULTANTS

We approach the needs of our clients, physicians and advanced practice professionals with the same enthusiasm we have for building a top notch team at MedSource. We credit our unparalleled success to the clients and practitioners we serve, and our valuable consulting team we nurture. We stay abreast of current demand trends in healthcare, recommend proven strategies for recruitment and retention and understand the organizational culture, nuances and vision for each opportunity we represent. This enables us to locate stellar practitioners and enhance their careers at the right organizations. Committed to fostering long-term mutually rewarding relationships, we are positively impacting healthcare entities and enriching their communities.

