



## PREPARING FOR THE INTERVIEW

Interviewing effectively is not a passive process. Proper preparation can increase your chance of success. Prior to participating in your initial telephone interview, review your calendar for possible interview dates. During the telephone interview, collect as much information as you can about the community, the practice, and remuneration. If what you hear meets your expectations, and if an interview is scheduled, it's time to begin preparing a more in-depth list of questions for your on-site visit. This will ensure that you are equipped to gather enough additional information to make a more intelligent, and more conclusive determination about whether or not this particular opportunity is the right one for you and your family. Here are some suggestions:

### About the Practice

- What factors indicate the need for an additional provider?
- How many providers in your specialty are in the community?
- How much time do the providers spend at their offices, at the hospital, or at satellite offices?
- How is each office equipped? How are they staffed?
- Are the office locations convenient for both providers and patients?
- What is the philosophy and style of the practice?
- Who manages the office on a day-to-day basis?
- What is the weekend and evening call schedule?
- Are the cross-covering providers compatible?
- What is the general age, training, and expertise of each provider?
- What is the average number of patient visits per provider?
- Are any providers accepting new patients?
- What is the wait time for new patient appointments?
- How does the practice assign new patients?
- What is the patient/payor mix?
- What is the overhead and collection ratio?
- What are the percentages of managed care, Medicaid, Medicare, etc?
- Are there adequate specialists for primary care provider referrals?
- Are there sufficient primary care providers for referrals to specialists?
- What are the long-term goals of the practice?
- Are there any anticipated retirements?

### About the Community

- What is the community population and the service area for your specialty?
- Is the local population increasing or decreasing?

- What are the demographics?
- How stable is the local economy?
- Who are the major employers?
- Describe the climate.
- Is there a medical school nearby?
- Are there cultural and recreational amenities for both you and your family?
- How do the public schools rank compared to others in the state? In the nation?
- Are private schools available?
- Are there colleges and universities in the area?
- Do the local religious facilities meet your needs?
- Will there be employment opportunities for your spouse?
- What is the cost of living compared to like-size communities?
- What is the average cost of housing?

### About Salary and Partnership

Resist the urge to bring up the subject of money until you have spent a day with the potential employer. Typically, the interviewing provider will bring this topic up near the end of the interview, but if he doesn't, be prepared to take the lead. You may wish to say something like, "I'm very impressed with the practice, the providers, and the community, and I would like to have a better understanding of the financial issues. Can we discuss this a bit before I leave"?

- What is the starting salary?
- Would there be a salary increase the second year?
- How will it be structured? Salary vs. income guarantee vs. production formula?
- Is there a production bonus? If yes, how is it determined and when is it paid?
- What benefits are provided? Health, life, dental, disability, PII, CME, vacation, relocation, retirement, etc?
- What could I expect to earn as a full partner?
- When is partnership typically offered?
- Is there a buy-in? If there is, what are the terms?

At the end of the interview, if you want the position, don't be afraid to ask for it. Express your enthusiasm and let everyone know that you are confident that you can be a productive member of the team. Inquire about the next step. Should you expect a second interview before receiving a contract?

Dot down the highlights of your visit, so that you don't forget the details. Contact the liaison or the practice representative as soon as you get home. Send a letter of thanks. If you met with a group of providers and/or administrators, send a separate note to each one. The courtesies you demonstrate will create a lasting impression, enhancing your chances of landing the job.

**Recruiters and potential employers form their impressions of you based upon how well you present yourself.**

## PRACTICAL INTERVIEW TIPS

### **Open-ended questions that you might anticipate during your interview:**

- What has the consultant told you about our position?
- What questions do you have about the position?
- What are your top three priorities in a practice?
- What motivated you to practice medicine?
- What is your motivation for this career move?
- What will your decision-making process and timeframe be if you are offered this job?
- What are your favorite aspects of practicing medicine?
- What is your most challenging aspect of practicing medicine?
- What would you like to see or do while you are visiting our community?
- What concerns do you have with our community?

### **Typical characteristics that the interviewer will evaluate:**

- Interpersonal skills
- Energy/enthusiasm level
- Communication skills
- Professional development
- Level of interest in the position
- Level of skills and knowledge as it pertains to the position
- Productivity level

### **Practical Interview Tips:**

- Arrive a few minutes early for the interview.
- Smile and greet the interviewer with a firm handshake. Address him/her by the name used during introduction.
- Be well groomed. Dark suit, conservative tie, use deodorant but no cologne or perfume, polished shoes, clean hair, manicured nails, etc.
- No gum or mints. Refrain from smoking on-site.
- Be positive, enthusiastic, and look alert and interested at all times.
- Maintain eye contact with the interviewer.
- Use proper English. Avoid slang. Speak slowly and distinctly. Don't rush your responses.
- Answer questions in a direct, concise manner. Don't stray from the topic.
- Prepare questions about the practice, the position, and the community ahead of time.
- Have a pen and pad of paper handy for notes.
- Be prepared to discuss specifics of your professional accomplishments.
- Do not speak negatively about past or present employers or co-workers.
- Do not discuss salary, benefits, or spousal issues unless the topics are initiated by the interviewer.
- Follow up the interview with a thank you letter. You may transmit your letter as an attachment to an e-mail.