

Physician Job Search Considerations & Checklist

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 Type

Solo Practice

Single-Specialty Group

Multi-Specialty Group

Small Group (2 to 5)

Medium Group (6 to 15)

Large Group (15+)

Outpatient Clinic

Urgent Care

Inpatient

Employed - Hospital

Academic Position

If yes, % of research: %

Leadership Position

Administrative Position

Student Health Clinic

Government Position (VA)

Community Health System

NOTE: THOSE INTERESTED IN ACADEMICS SHOULD BEGIN THEIR JOB SEARCH AS SOON AS POSSIBLE, PROVIDING AT LEAST A YEAR 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

Circle states where family and friends live:

Alabama

Alaska

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Florida

Georgia

Hawaii

Idaho

Illinois Indiana

Iowa

Kansas

Kentucky

Louisiana

Maine

Maryland

Massachusetts

Michigan

Minnesota

Mississippi

Missouri

Montana Nebraska

Nevada

New Hampshire

New Jersey

New Mexico

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania Rhode

Island

South Carolina

South Dakota

Tennessee

Texas

Utah

Vermont

Virginia

Washington

West Virginia

Wisconsin

Wyoming

Spouse's Preferences:

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

[Prepare for the Search](#)

____ 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 (3).

____ Broadly consider all possibilities and further discuss with your spouse or significant other.

____ Letters of recommendation (2).

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

Checklist (12+ 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 LOCATION IS RIGHT FOR YOU.

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.