



Overview

You have just found a potential candidate, and the next step is usually a phone call. After completely explaining your practice opportunity, ask the following questions to determine if further communication is warranted.

Initial Contact: Phone Call

Training/Experience

- Why did you choose to become a doctor?
- What Medical School did you attend?
- What hospital(s) did you complete your residency in?
- What medical licenses do you have?
- Are you trained in a specialty? If yes, in what area?
- How many years have you been practicing medicine?
- Please describe your current work experience.
- How have you contributed to the growth of your medical group's practice?

General

- Why did you choose to leave your last position?
- Could you provide a list of references?
- Would you allow our organization to do a background check?
- What medical associations do you belong to?
- What are your greatest strengths/weaknesses?
- How do you plan to work on your weaknesses?
- What do you know about this hospital/group practice?
- How would you explain your style of medicine?

Professional Interests

- What type of practice would you prefer: group, solo, or partnership?
- What is important to you in a practice/hospital?
- What are your long-term goals?
- What are your goals for continuing education?

Relocation Issues & Family Needs

- Are you and your family willing to relocate?
- Are you familiar with this community?
- Do you have school-age children?
- Would your spouse be looking for employment?
- Are there any specific needs of your family?
- Do you have any financial concerns, regarding relocating, that need to be addressed?



Overview

You have made initial contact with a candidate over the phone. After the phone interview determines that further communication is warranted, the next step is usually a face-to-face interview.

**Note: You may want to inquire further about questions asked in the Phone Call portion of the interview.*

Follow-Up Contact: Face-to-Face Interview

Training/Experience

- Please describe your medical training and relative work experience.
- Why did you choose this specialty area of medicine? (If specialty physician)
- What have been the main challenges you have come across in your specialty?
- What are you most proud of regarding your career accomplishments?
- What medical procedures are you most comfortable with performing?
- Do you have any additional skills that would benefit the practice/hospital?

Professional Interests & Ideology

- How would you describe an ideal practice/hospital setting?
- What is your health care philosophy?
- Please describe your style of medicine.
- What is the most important aspect of a job to you?
- How do you stay current in your work?
- What are your short-term career goals?
- What are your long-term career goals?
- Why would you like to practice here?
- What aspect of this practice/hospital is of most interest to you? Why?
- What aspect of this practice/hospital is of least interest to you? Why?

Situational Skills

- How would you describe your clinical and patient interaction skills?
- How do you handle the stress of being a physician?
- How have you learned to handle “difficult” patients?
- Please describe a situation in which you had to handle an upset colleague, physician, or administrator. How were you able to handle this situation, and what was the result afterward?
- Please describe a difficult situation or decision that you have made, and the reasoning behind what you decided to do.

General

- Tell me about yourself outside of your medical career.
- What do you do in your free time?
- Do you and your family have any specific interests? (I.e. Arts, Sports, Nature etc.)
- What qualities do you find most admirable in people?
- What qualities do you find least admirable in people?
- How would your friends and colleagues describe you?
- What types of recommendations would you receive from previous employers?
- Please describe your relationship with administrators or managers from your previous jobs. What have you liked and disliked about their management styles?
- What (medical) journals do you like to read? What do you like to read besides medical journals?
- Please describe a recent article from a medical journal that you found interesting.
- Do you belong to any medical associations?

Relocation Issues/Family Needs

- What factors are important to you in selecting a community?
- Why are you relocating to the Greater Cincinnati area? (If the physician has been practicing out of the area)
- What do you think of our community and its amenities?
- Are there any financial concerns that you have, regarding relocation to the area?
- Does your spouse/family have any specific needs regarding relocation?
- Will your spouse be looking for a job or pursuing a higher educational degree?

Offer Terms

- What do you expect for compensation and benefits? (Salary, benefits, special incentives, bonuses, inclusion of relocation expenses, medical malpractice premiums, CME, etc.)
- How does this position compare with other positions you are considering?

Post Hire

- How long do you plan to stay if the position is offered to you?
- (Employer) Explanation of how physicians are evaluated on job performance.
- What are your plans for continuing education?

Closing Questions

- What are your expectations here at our practice/hospital?
- What are you able to offer this organization that is unique?
- Why should we hire you?