

Ready to Recruit Checklists for CHC's

Pre-search Checklist:

- Where will the new provider practice?
- Is the position full time? Or is there some flexibility?
- What are ideal characteristics of candidates? (e.g. Spanish speaking)
- Is this position approved in the budget?
- Is there organizational support for the new hire?
- Are the other providers in agreement with the recruitment plan?
- When is the ideal start date?
- How long will it take to complete credentialing?
- Is there a clearly defined compensation plan for the new provider including base salary, signing bonus, student loan repayment, other recruitment incentives and well-defined productivity bonus?
- Is there an approved letter of intent and/or employment contract ready?

Interview Checklist:

- Which medical staff member will take the lead on the new provider recruitment?
 - Make initial contact
 - Point person for the interview
 - Provide feedback to candidate within 48 hours and on-going contact after the interview
- Who will comprise your interview team and what role will they play?
- Who will be responsible for the spouse/significant other and family during the visit?
- Who will show the candidate the very best your community has to offer?
- Where will the candidate stay and which airport would be the best for their trip?
- Will a rental car be needed or will they be accompanied by your staff and greeted at the airport?
- Who will be responsible for the candidate itinerary?
- Who will be responsible for discussing salary and benefits?
- Who will share the vision and mission of the organization?
- What role will other medical staff members play during the interview process?

Post-interview Checklist:

- How will the decision be made after the interview? Consensus, majority, one key stakeholder?
- Who will make the verbal offer to the provider (within 1 week of onsite visit if possible)?
- Who is responsible for sending the contract within 1 week of verbal offer?

New Provider Launch Checklist:

- Is there space available for the new provider?
- Is there adequate nursing and administrative staff to assist the new provider?
- Is all the equipment the provider will need either available or on order?
- Is there a plan to help the provider build her practice?

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