

Preparing for a Successful Job Search

Ideally, you'd start the process one to two years before you intend to start practicing. But don't worry if you started late, these steps will give you an idea of some of the steps necessary to complete so you can plan ahead. The most important thing to keep in mind is to start early and allow yourself plenty of time to take care of each item.

Step One

Draft your CV (by the beginning of your final year).

Step Two

Gather information about market trends in your specialty, malpractice insurance, DEA, and National Provider Identifier (NPI) registration.

Step Three

Complete your CV. Decide what areas of the country and what types of practices you want to explore.

Step Four

Begin to identify appropriate practices and/or hospitals for your interviews. Enlisting the help of a reputable search firm can be tremendously helpful with this step and should cost you nothing.

Step Five

Research licensing requirements in the states you are considering. Request applications and gather supporting documentation.

Step Six

Set up interviews with practices interested in you. These opportunities should meet your objectives in terms of geography and type of practice. Make travel plans.

Step Seven

Interview at desired locations.

Step Eight

Have a second interview with top choices. Make sure that you get all the information you need about both the practice and the community to make your final decision.

Step Nine

Tie up loose ends such as follow-up letters, references, licensure applications, etc., and think about your decision.

Step Ten

Make a final decision.

Step Eleven

Negotiate a contract and commit to a practice.

Step Twelve

Complete hospital credentialing and state licensure.