

Trainees
Job Search Questionnaire

How to Look for a Job

How to Evaluate a Job

What is Most Important

HOW TO LOOK FOR A JOB

1. Questions to ask before beginning a job search

- A. Where do you want to live? Where does your spouse/significant other want to live?
 - Rural
 - Urban
 - Suburban
 - What part of the country
 - Go to website: www.bestplaces.net
- B. Private practice vs. academic vs. government vs. large HMO?
- C. What size hospital do you want to practice in?
- D. Teaching vs. non-teaching environment?
- E. What size group?
- F. What kind of personal practice are you interested in?
 - Hospitalist
 - Office based practice
 - Procedure based practice
 - Mix of inpatients, outpatients, procedures and consultative GI
 - Solo
 - Group
 - HMO-based
 - Locum tenens
 - Industry
- G. What special areas, if any, do you want to develop an expertise in?
 - Hepatology
 - EUS
 - ERCP
 - Others
 1. IBD
 2. Clinical nutrition
 3. Advanced endoscopy, e.g. EUS/ERCP
 4. GI cancer

2. When to start looking for a job

- A. Begin approximately one year in advance (Some may start 1 ½ years in advance and secure a position by 12 months before graduation)
- B. Any earlier may be too soon, as the practice may change, but it does not hurt to make early contacts

3. How to identify available positions

- A. Ads in the medical journals (AJG, NEJM, Annals of Internal Medicine, Gastro, Gastro Endosc, newsletters)
- B. Websites of ACG, AGA, ASGE, AASLD
- C. Local knowledge from your fellowship program regarding available positions in the region
- D. Job listings at medical meetings
- E. Former fellows from your programs
- F. Networking
- G. Recruiting services
 - In house (hospital, HMO, etc)
 - Independent recruiters
 - Website for physician recruiters: <http://www.napr.org/>

HOW TO EVALUATE A JOB

1. Things to notice when you visit

- A. How large is the practice?
- B. Single specialty vs. multi-specialty?
- C. 100% GI or some Internal medicine?
- D. Why are they hiring?
- E. Are they friendly to you?
- F. Are they courteous to each other?
- G. How do they treat their staff?
- H. Did they plan your visit well?
- I. Did you sense things were being hidden from you?
- J. Did you meet all of the doctors, including the younger physicians?
 - Do they all seem happy?
 - What are their interests outside of work (i.e., do they have time to do things that allow work-life balance given their work schedule)?
- K. Did you meet with staff members in private?
- L. Were senior partners autocratic?
- M. Was the office staff friendly?
- N. Were the office and endoscopy suites neat?
- O. Was the office environment one in which you would be comfortable working in?

2. Basics to learn about

- A. Daily work hours and schedule, including the amount of time allotted for consultations, follow up visits and for performing procedures
- B. Percentage of time doing endoscopy vs. office practice vs. hospital
- C. Call schedule
 - How many hospitals to cover while on call?
 - Typical call hours experienced
- D. Intellectual environment

- E. Do you have an office?
- F. Are the exam rooms adequate for your needs?
- G. Who has left the practice and why?
- H. Educational opportunities
- I. Will you get to do the things you were trained to do?
- J. How many procedures per day are you expected to perform?
- K. Are their part-time positions available (if desired), and if so, how would the call schedule or benefits differ?

3. Contract

- A. Salary and bonus
- B. Years until partnership
- C. Will you be a full and equal partner?
- D. Do you share income vs. “eat what you kill”?
- E. Buy-in amount and mechanism for payment
- F. Governance
- G. Benefits
 - Moving expenses, health, disability, malpractice, dental, life, hospital and society dues, education allowance, journal allowance, maternity/paternity leave
- H. Do they help with the credentialing process with your hospitals and managed care organizations?
- I. The call schedule, including holidays and vacations
- J. Vacation schedule
- K. Restrictive covenant
- L. ASC ownership

WHAT IS MOST IMPORTANT

1. Location
2. Honest honorable people
3. Fair treatment
4. Good short-term income
5. Good long-term income including benefits
6. Full partnership
7. Comfortable work style, including the number of hours, pace of work and distribution of work responsibilities
8. Good work environment, including office environment, staff and hospitals
9. Quality of care that you will be able to provide
10. Work hours
11. Collegiality and respect
12. Culture
13. Balance of work-related activities you are looking for (teaching, procedures, patients, etc)
14. Gut instinct