

# Interviewing Tips

## Want a site visit? Prepare for the phone interview.

- Find a quiet place where you can focus, and where you won't be distracted.
- Have your CV and schedule in front of you.
- Listen carefully; take notes.
- Think before you answer.

## Do your research.

The Internet offers extensive information about communities, types of practices and even specific opportunities. Here are basic sites to get you started:

- [www.mgma.com](http://www.mgma.com)  
(Medical Group Management Association also can be reached at 877.275.6462 ext. 1895.)
- [www.city-data.com](http://www.city-data.com)
- [www.bestplaces.com](http://www.bestplaces.com)
- [www.google.com](http://www.google.com)
- [www.hpsa.nd.hrsa.gov](http://www.hpsa.nd.hrsa.gov)
- [www.visalaw.com/IMG/resources.html](http://www.visalaw.com/IMG/resources.html)
- Don't forget to visit the hospital and/or system sites, too.

## Make the site visit work for you.

- Dress professionally.
- Be aware of your body language.
- Use a firm, confident handshake.
- Posture counts—stand up/sit up straight.
- Look the interviewer(s) in the eye.
- Smile.
- Turn off your phone.
- Don't chew gum or smoke.
- Invite your spouse, and expect to be introduced to at least the neighborhoods and schools in the area.
- Plan to spend a couple of days at the location.

## Come prepared.

- Bring extra copies of your CV and cover letter.
- Bring a notepad and pen to take notes and contact information.

## Follow up.

- Don't forget to send thank-you notes as soon as you return from the site visit.
- It's general practice for most expenses to be paid, but it's appropriate to confirm.

## A potential employer might ask ...

- What do you know about our company?
- What are you looking for in a position?
- How does this position fit into your overall career plan?
- How would your colleagues/superiors describe you?
- What are your career goals?
- What are your strong/weak points?
- What would you like to tell us about yourself? (limit response to two minutes)
- What interests you about our practice?
- How do you see yourself practicing if you were to join us?
- Why should we hire you?
- What can you do for us that someone else can't?
- What do you believe is the most difficult part of supervising?
- What do you think of your present or past boss?
- What were the most significant accomplishments in your last position?
- What is your salary expectation?
- What other positions are you considering?
- What hours are you used to working or would you like to work?
- Do you have your reference list with you? (Remember, don't give it out unless it is requested.)
- What would make you feel supported in our practice?
- What kind of characteristics do you seek in a mentoring physician?
- What specific questions do you have about us and our practice?

## Ask a potential employer ...

- Does the group set financial targets?
- If so, how are they structured?
- Are financial targets generally met?
- What would a typical day look like for me?
- How many patients could I expect to see?
- What would my call schedule be?
- What would be my role in the decision-making process for the practice?
- Can you provide a compensation range?
- How are payer contracts negotiated and is the payer relationship good?
- How much does annual revenue fluctuate?
- What cost controls are in place?
- What is the average age of receivables and strategy to collect payments?
- Could you describe any additional expectations, such as committee work?

## Find Opportunities:

Contact the hospital directly or visit these sites:

- Community Health Systems: [www.chsmedcareers.com](http://www.chsmedcareers.com)  
Practice Link: [www.practicelink.com](http://www.practicelink.com)  
Practice Match: [www.practicematch.com](http://www.practicematch.com)  
Adventures in Medicine: [www.adventuresinmedicine.net](http://www.adventuresinmedicine.net)  
Practice Alert: [www.practicealert.com](http://www.practicealert.com)  
CareerMD: [www.careermd.com](http://www.careermd.com)  
HealtheCareers: [www.healthcareers.com](http://www.healthcareers.com)

