



*The Clinician's Guide*

Crushing the Interview &  
Landing Your Dream Job

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HEALTH



## *The Clinician's Guide*

### **Crushing the Interview & Landing Your Dream Job**

is here to help you transition to the next step of your career.

Learn what to expect and tips for securing your optimal position from our experts.

Visit [scphealth.com/careers/](https://scphealth.com/careers/) to learn more about us and search open positions.

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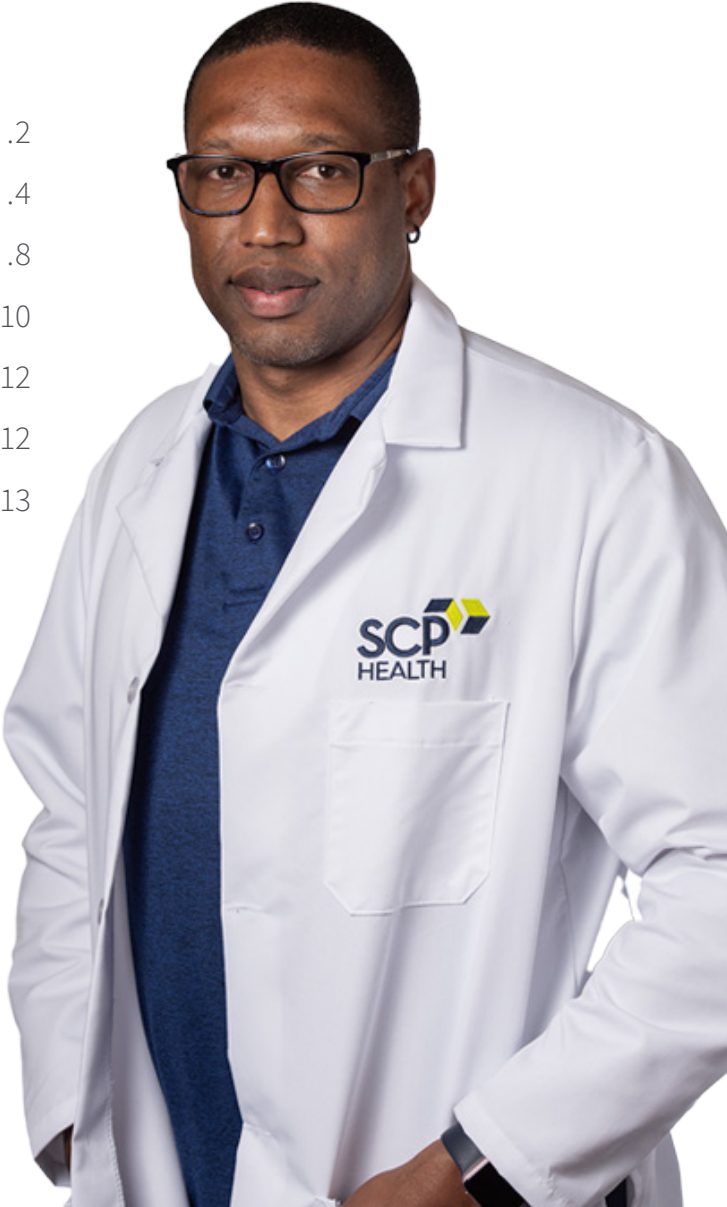
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# Common Curriculum Vitae (CV) Mistakes & How to Avoid Them

Hospitals and health systems don't hire CVs; they hire clinicians. But the quality of your CV can be what either gets you in the door for an interview or what closes the door. Make the best impression possible by avoiding these common mistakes.

## #1 Not proofreading for grammar and typos

One of the worse mistakes you can make is to prepare a professional document and fail to proofread, checking for typos and grammatical errors. In addition to taking a good look yourself, have at least a couple of other people review the document, and use tools like Grammarly for extra support.

## #2 Using the wrong formatting

Rather than expressing your uniquely creative side, follow an accepted format. Keep in mind that it needs to be consistent, easy to read, and listed in reverse chronological order.

Many templates exist to help you, and here are available for free online.

### **#3 Failure to fill in the gaps**

Medical directors list gaps in medical education as an important factor when it comes to choosing who to interview. Ensure that you do not have unexplained gaps on your resume to boost your chances of getting the job.

### **#4 Making the CV too long**

Experts say that a two-page CV is standard. As a resident, you shouldn't need to go beyond that length, as doing so may lend the impression that you can't distinguish what's important or that you are attempting to cram everything in to look more experienced.

### **#5 Including untruthful information**

Prospective employers expect your CV to be truthful, not embellished. As a matter of integrity and credibility, don't risk putting your future career in jeopardy by putting inaccurate information on your CV.

### **#6 Reusing the same CV for every application**

While it can be exhausting to make small tweaks, it's imperative that your CV be tailored to each unique role for which you are applying. Look at the job requirement and ensure your CV checks all the boxes.

# The Interview

**The better prepared you are, the better the impression you will make.**

Your medical education and training will establish your qualifications for the job. The personal style and character you present to your interviewers will establish, in their opinion, whether or not you will fit into their practice.



## INTERVIEW TIPS

### Be prepared

- Prior to the interview, do your homework on both the area and the practice.
- Bring extra copies of your CV.

### Check social media images

- Before going on an interview, Google yourself.
- Update privacy settings – keep your private life private.
- Get rid of questionable photos and posts.
- Create a professional LinkedIn profile.

## **Dress appropriately**

Clinicians are expected to appear neat, clean, and confident. Interview apparel can go a long way toward creating a positive image in the eyes of your interviewer. Your appearance should inspire trust. The classic advice is to wear business attire.

## **Be on time**

- Make sure you know where you're going and how long it will take during the time of day for your interview.
- Have detailed directions and double-check them.
- Allow plenty of time in case of traffic problems or bad weather.

## **Digital or telephonic interviews**

- Ensure your environment behind you is appropriate for an interview
- Ensure you have a quiet space for a conversation with no interruptions
- Check all your equipment and systems to ensure it's working properly
- Download any technology that you have not used before (Google Hangout vs Zoom)
- Treat your digital interview just like a face-to-face interview

# The Interview CONTINUED

## Practice, practice, practice

Like any other activity, you need to practice and get feedback from another person. You might be surprised that you have habits interviewers find distracting. For example you may say ‘um’ frequently, laugh nervously, or state your point over and over, or fidget with a pen.

Ways to practice include:

- Have a friend or family member ask you typical interview questions (see page 8)
- Video a mock interview
- Prepare a list of interview questions and answer them out loud (see page 10)

## Types of interview questions

### OPEN-ENDED QUESTIONS

Typically used at the beginning of the interview to set the stage and put the interviewee at ease.

### BEHAVIOR-BASED QUESTIONS

Designed to predict the future performance based on performance in a similar situation.

### THEORETICAL (SITUATIONAL) QUESTIONS

Used to determine what a candidate will vs. have they have handled similar situations.

*See page 8 for more information.*



## Ask questions

You should have a few well-thought-out questions prepared ahead of time. If you don't ask questions during the interview process, the interviewer(s) may wonder if you are really interested.

A few types of questions to consider:

- General company
- Role clarity
- Competitor
- Next steps

*See page 10 for examples.*

## Interview goals

- Find out what you need to determine if the opportunity is right for you.
- Ask important questions about the practice, hospital, and the area to determine your future lifestyle.
- Leave the interviewer with a positive impression.

## Be sure to connect

- Expect small talk to break the ice. Most interviewers will attempt to put you at ease with questions about you or your resume.
- Connect with the interviewer up front. Ask them about their role and why they choose this company.
- Treat everyone you come into contact with as if they hold the keys to you getting the job. You might be surprised how many people have not been hired because they were rude to the coffee barista, parking attendant or receptionist.

# Sample Questions You May Be Asked

- Tell me about yourself.
- Why did you select your specialty?
- Tell me about your ideal practice situation in terms of your professional and personal needs.
- What are your long-term and short-term goals?
- Why are you interested in this opportunity?
- What do you expect to gain from the practice?
- What would you bring to the practice?
- What kind of clinical responsibilities are you looking for?  
What clinical skills do you possess?
- What are your strengths and weaknesses?

- What would your colleagues say about your character and abilities – both positive and negative?
- How do you react under pressure?
- What are your salary expectations?
- What other practices are you evaluating?
- What are the three most important things to you in an opportunity.
- When do you want to make your decision?
- What is the single most significant factor in making your decision?
- What distinguishes you from the other candidates?
- Why should I hire you?

# Sample Questions For You To Ask

- What is the makeup of providers in the hospital / hospital system?
- Variety of residency training?
- Board Certification?
- How long have the providers been with the hospital / hospital system?
- Why is the position open?
- How long have you been recruiting for this position?
- How many providers have left the hospital / hospital system in the last five years? Why did they leave?
- What are you looking for in an ideal candidate in terms of clinical skills and personality traits?
- What are the providers expectations in this hospital / hospital system?
- Hours? Call schedule?
- In-house code responsibilities?
- What is the patient volume?

- What types of acuity levels do you see?
- How does the role work with allied health professionals or physicians?
- What ancillary support staff is available?
- What are the additional non-clinical responsibilities?
- What is the employment model of the hospital / hospital system?
- What are the components of the compensation model?
- What are the benefits?
- How are malpractice insurance and cases handled?
- What future do you see for the hospital / hospital system in 3, 5, and 10 years from now?
- What distinguishes your hospital / hospital system from any others?
- Why should I join your hospital / hospital system?

# After the Interview

**Send a follow-up letter to thank the interviewer for introducing the opportunity.**

This is your opportunity to emphasize why you are good fit for the hospital and position.

*See page 12 for example.*



# Types of Job Offers

**Appointment Letter** These tend to be one-page letters. They are simple and straightforward. Often common with academic facilities and are legally binding.

**Contract** These documents can be many pages in length and complex. Advisement from legal counsel may be helpful since it will ensure that you understand exactly to what you are committing.

**Letter of Intent** Articulates the job offer and outline many of the elements that will be formalized later in a contract and can be legally binding. Before signing, make sure you know if it is binding or just an outline for further negotiations.

**Verbal Offers** Some organizations will give a candidate a verbal offer first, to speed things along and facilitate the negotiation. Then they follow it with a written offer if it seems like the candidate and the company are close to agreement on the terms of the offer.

# Email Samples

## Thank You

Subject: [Brief and clear subject]

Dear \_\_\_\_\_:

Thank you for the opportunity to discuss my candidacy for a position with your [insert hospital or hospital system name]. I appreciate the time you spent describing the plans for the future and how I might become a part of them.

Particularly, I was impressed by \_\_\_\_\_. I do think this position would be a good fit for me because \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Please let me know if you have any questions.

Again, thank you for your time.

Regards,

[Your name]

[Your professional contact details including your email and phone number]

## Acceptance

Dear \_\_\_\_\_:

I am pleased to accept the offer to join [insert hospital / hospital system name] as [insert name of position].

After reviewing many prospective positions, I know this role affords me the greatest opportunity to achieve my professional and personal goals.

Please let me know the next step in the process.

You may reach me at (phone number/ email) at your earliest convenience.

I am looking forward join the [insert hospital / hospital system name] to working with you.

Sincerely,

[Your name]

## Decline a position

Dear Dr. \_\_\_\_\_:

I am writing to let you know that I have accepted a different opportunity. My decision was difficult, but the opportunity to (specialize in) (live near) (work with) (blank) is more suited to my long-term goals.

Thank you again for the time spent discussing your practice. I enjoyed meeting you and wish you well in the future.

Sincerely,

[Your name]

# Together, We Heal

For over 50 years, SCP Health has been making moments count for patients. As a clinical services provider for emergency medicine, hospital medicine and critical care, we partner with health systems to deliver high-quality, cost-effective patient care aligned with clients' strategic goals.

We are committed to empowering our physicians, nurse practitioners, physician assistants, and residents. Our nationwide presence offers countless in-person and virtual opportunities for you to find the clinical position that best aligns with your passion.

Our values anchor our organization – in our actions, our investments, and our attitudes, enabling us to enjoy our work every day, despite the difficult environment. We are proud of our diverse team and the agility, collaboration, courage, and respect they demonstrate in solving problems challenging today's health care system.

We would love to talk with you about your career goals and put our experience to work for you! Visit [scphhealth.com/careers/](https://scphhealth.com/careers/) to learn more and search open positions.



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