



The Successful Job Search: Writing a CV

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Before you start

- Define your personal, professional, and economic goals
- Your Cover Letter and CV should reinforce your personal and professional objectives
- If they don't, you will uncover opportunities that are not suited to your character and ambition

Cover Letter – One Page

- Personalize by using the name and address of the prospective employer
- How you heard about the opportunity – one sentence
- Highlight your talents and expertise tailored to the position – brief paragraph
- Your professional goals – brief paragraph
- Reasons you are interested in the location
- Explain any time gaps in your CV
- End with “call to action”

Curriculum Vitae Tips

- Visually appealing
- Easy to scan
- Logically assembled
- One sided
- Timeline with the progression of everything you have done should be apparent in 30 seconds or less
- Have 2 CV's: updated comprehensive version and the 2 – 3 page version with category summaries

Curriculum Vitae Tips

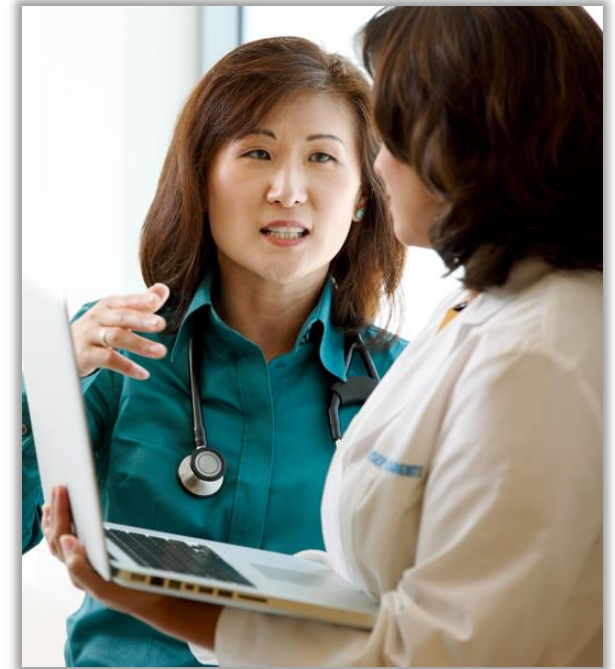
- Easy on the eyes
 - Font: **Times New Roman** or **Garamond**
 - Font: 11 or 12 excluding headings
 - Use white space to separate each item
 - Headings should stand out
- Keywords relevant to the job : 8-10 per CV
- Consistent formatting
- Check for spelling, typos, bad grammar
- Proofreading should be done by someone who is not familiar with your career history

Curriculum Vitae Content

- Complete and current contact information
- Objective – only if no cover letter
- Education – recent first and go back to undergrad
- Licensure and certification: if BE include your upcoming exam date
- Professional Experience
 - Most recent first
 - Include job titles and employers
 - Concise

Curriculum Vitae Content

- Professional Societies/Memberships
- Honors and Awards
- Additional Accomplishments
- Research and Publications
- Second Language Skills
- Personal Interests (optional)



Curriculum Vitae – Do not include

- Birth Date/Age
- Race
- Sexual orientation
- Marital Status
- Children
- Physical characteristics (unless you are a model)
- Social Security Number
- Numbers for licensure/DEA
- Inappropriate e-mail address
- Pictures

Sample Curriculum Vitae

The Successful Job Search Interviewing Skills

Know Yourself

- There is nothing more frustrating than spending your precious time off to pursue a practice option that turns out to be completely irrelevant to your goals & your needs
- Professional Self Assessment
- Personal Self Assessment
- Economic Assessment



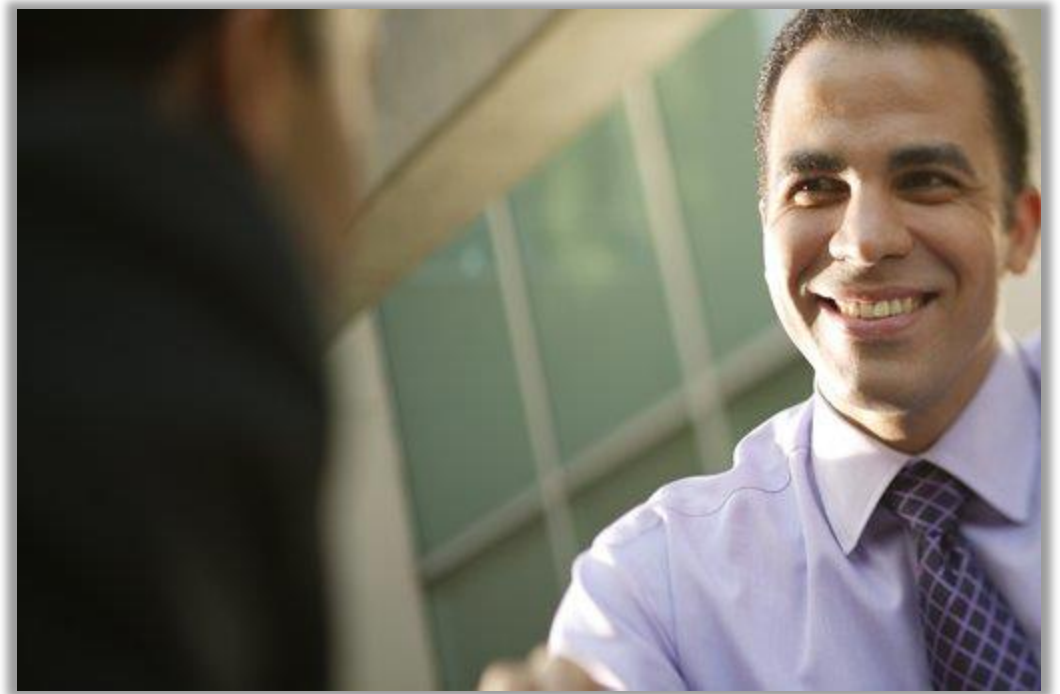
Know What You Want

- Goals and Aspirations
- Characteristics of your ideal job
- Characteristics of your nightmare job
- Community & lifestyle issues are 80% of the decision
- Partner's career needs
- Family's needs
- Financial needs including compensation, benefits



Know what will work for you

- Must haves
- Negotiable – factors that offer room to compromise
- Unacceptable – could not tolerate in a work or personal situation



Know what will work for you

- Top 5 Reasons Physicians Leave Their Practices
 - 1) Poor cultural fit with practice and/or community (50%)
 - 2) Want to be closer to family
 - 3) Reimbursement Issues
 - 4) Administrative issues interfere with clinical decisions
 - 5) Work/life balance

- Put chemistry high on your list for cultural fit

Know What Others Might Know About You

- If there are pictures of you on the internet that are not flattering, remove them
- Make sure your social media accounts are highly restricted and avoid placing any information on the internet
- Be prepared to explain any issues that turn up from searches done by a prospective employer & what you learned from the situation



Types of Interviews

- Phone Interview
- Video Interview
- Site Visit

The Phone Interview: Scheduling

- Pre-schedule a time convenient for you when you will have no distractions (on-call nights are not a good idea)
- Set aside adequate time
- If you are unable to make the call or foresee distractions – request to reschedule
- Use a phone line with a good connection



The Phone Interview: Prepare

- The phone interview could make or break an invitation for an on-site interview
- Be **PREPARED!**
 - Prepare a list of questions
 - Check out the practice and community websites
 - Get names of key decision makers
- Communicate honestly
- Remember...they can't see your face
 - Be enthusiastic and sincere
 - Be aware of the tone of your voice

The Phone Interview: Questions to Anticipate

- Why are you pursuing this opportunity?
- Malpractice history, license suspensions or restrictions, etc.
- When would you be available to start?
- Visa related issues
- Behavioral Interviewing is being used more frequently – prepare for these questions

The Phone Interview: Questions to Ask

- Organization structure, Partnership, Call, Benefits, Malpractice, etc.
- Why are they recruiting? If a replacement, try to find out why.
- Physicians – who are they? Training, duration in organization, group personality dynamics, etc.
- Community/Lifestyle/Personal Needs

The Phone Interview: Tips

- Salary should **NOT** be your first question – ask later on at an appropriate time. Be prepared to respond if asked the salary range you are seeking
- Ask for an information packet on the organization and community
- Ask what the next step is – often you will have another phone call prior to being invited to interview

After The Phone Interview: Evaluate

- Decide if this is a job you'd consider accepting before taking the time to interview – you only have so much to devote to interviews – use it wisely
- Pre-employment (or pre-interview) credentialing paperwork may be required
- Be sure to complete whatever paperwork is requested ASAP!

Video Interviews : The New Preliminary Site Visit

Site Visit Interview Tips

- Bring your spouse or significant other when you go to the community. Do not bring them to the interviews.
- Be prepared and READ all materials that have been forwarded to you
- Dress and behave professionally. Wear business attire
- Bring copies of your CV
- Be punctual. Even better – arrive early!
- Turn your cell phone OFF
- Ask questions and talk. If you don't, you will appear disinterested.

Site Visit Interview Tips

- Make eye contact
- Smile!
- Use a firm handshake
- Remain positive throughout the visit (even if you've answered the same question 5 times)
- Be yourself – your goal is to have the interviewers judge you for who you are & accept you into the group on your own merits.

Site Visit Interview Tips

- Behavior-based Interviewing is common
- Example Questions:
 - Tell me about a time...
 - Describe for me...
 - Give me an example of a specific...
- 3 Elements of Your Response (SBO):
 - Describe a specific past **Situation** you've encountered
 - Relay your **Behavior** related to the situation
 - What were the **Outcomes**

Interviewers Evaluation

- Communication
- Compatibility wit the position
- Maturity
- Adaptability (job and environment)
- Motivation
- Strong work orientation
- Organization & Prioritization
- Common Sense
- Judgement

Site Visit : General Information

- Your prospective employer (in general) will pay for travel, lodging & sometimes meal expenses – Always ask what will be covered
- Make sure your significant other's expenses are covered
- Often a dinner or evening event will be held & your significant other will be expected to attend
- Tour the area with a realtor
- Visit schools, day care

After the Interview

- Promptly send Thank You notes to all involved with your interview
 - Hand written notes go a long way!
 - At a minimum, send an email
- Follow-up with any questions you have
- Be responsive to additional requests for information
- If NOT interested, be honest right away
- If you ARE interested, begin to make a list of your negotiation points