Phone Interviews and Site Visits—What to Expect

If you received a call from a practice or hospital interested in hiring you, would you be prepared for the interview? Many physicians today find themselves unaware of how to successfully navigate the physician interviewing process. By understanding what to expect and how to prepare, you can significantly increase your chances of making the right impression and standing out against the competition.

The Phone Interview – Once you’ve submitted your Curriculum Vitae (CV) either directly to the practice or to a recruiter, the first thing to expect is a request for a phone interview. You will likely have at least two phone interviews, one with a practice administrator and one with a physician in the practice. It is important to schedule your phone interviews, which could take 30 to 60 minutes, during a time when you have no interruptions or distractions. Be prepared to ask questions regarding the opportunity, community, and practice structure, and have a copy of your CV on hand as a reference. Remember that this is your chance to gain a better understanding of the clinical and administrative aspects of the opportunity. If the opportunity appears to be a good fit, let the interviewer know and inquire about the next steps. Take your phone interview seriously, as the impression that you make will determine whether or not you are invited to continue in the interview process.

The Site Visit – If you are invited for an initial site visit, it is best to go alone so that you can place your full attention on evaluating the practice opportunity. Your spouse or significant other and children should be included on the second site visit. Travel arrangements will be handled by the recruiting organization and you should be reimbursed for any reasonable expenses incurred during the visit. The site visit will last 1 to 2 full days which will include community tours, dinners, and meetings with hospital and/or practice administrators, potential colleagues, and referring physicians. It is important to remember that you are being interviewed the entire time you are on a site visit. You will be evaluated on your experience, clinical knowledge, personality, and social skills. It is best to dress conservatively while on your site visit. For interviews, men should wear a dark suit or a shirt, tie, and jacket and women should wear a suit (skirt or pants) or a conservative dark dress. At the conclusion of the site visit, be sure to express your sincere appreciation for the opportunity to learn more about the practice or hospital. Collect business cards from those you meet and send thank you notes within a week of your visit. If you are seriously interested in the opportunity, convey that in your thank you note. If you are no longer interested, inform your recruiter or contact at the practice/hospital.

Understanding what to expect and following these simple tips will help you successfully navigate the interview process and secure a great practice opportunity!