

# CAREER AND LIFE PLANNING EXERCISE



AIM

## Developing a Job Search Timeline

What do do and when it needs to get done. A little planning goes a long ways.

# Developing a Job Search Timeline

Learn how to build the foundation for your custom timeline around critical milestone and action items to ensure a smooth and organized transition.

## Objectives:

By the end of this exercise you'll be able to:

- Utilize the six phases and reverse planning to develop a customized job search timeline.
- Use the information from this exercise to populate the Job Timeline Worksheet in E-03



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## How to Use This Tool:

1. Identify the critical milestones in each of the six phases that you need to address in this planning timeline.
2. Next you will place the critical milestone[s] in the 24 month plan (E-03) by the finish/drop dead date.
3. You will then place the action items/supporting milestone into the 24 month plan using reverse planning. Work backwards from the critical milestone based on the amount of time required to complete the action items/activities. This will give you your target start date.

## Related Resources

TITLE	RESOURCE NO.
<a href="#">Job Search Timeline</a>	ST-01
<a href="#">Career Tracker Worksheet</a>	E-03
<a href="#">Creating Your Personal Advisory Team</a>	E-30



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## Transition:

Milestone	Guidance	Action Item	Target Date
<b>Start practicing</b>	Most residents graduate in June or July and are expected to start practicing in August. Some residents decide to take a few months off after residency before they begin practicing, starting in September or October.	Select a specific start date. It will be the point from which you calculate all of your milestone target dates.	
<b>Relocation</b>	It can take several weeks to receive quotes and select a relocation company. When the time comes to complete this step, be sure to understand exactly what relocation costs are covered by your employer, if any.	Subtract six weeks from your start date to choose a relocation company. Fill out Relocation Checklist. <i>Online Resource CL-04</i>	
<b>Buy a home, if applicable</b>	According to bankrate.com, you should allow six months for purchasing a home. Buyers generally prioritize town first, neighborhood second, house third. Four months prior to buying a house, select a mortgage lender.	Fill out Choosing Your Home Worksheet. <i>Online Resource CL-02</i>	
<b>Sell a home, if applicable</b>	According to www.forsalebyowner.com, you should begin planning about two months before listing your house. Projecting when the home actually sells is affected by many factors.	Fill out Selling Your Home Worksheet. <i>Online Resource CL-03</i>	
<b>Get your finances in order with a spending, savings, and investment plan</b>	Every physician faces financial challenges, from struggling with a job change to paying taxes and school loans. Although they might seem daunting from a distance, they're not so scary when you know specifically what to expect and create a spending plan.	Fill out Spending Expense Worksheet. <i>Online Resource E-29</i>	
<b>Credentialing process</b>	Each hospital has its own process to credential physicians. For a physician without background issues, the credentialing process takes about 60 to 120 days.	Review Sample Credentialing Worksheets. <i>Online Resource S-01</i>	
<b>Obtain license</b>	Obtaining a license varies state by state. In some states you can get a license in 60 days, while in other states it might take 6 to 12 months.	Contact each state you are considering practicing in. Determine the licensing requirements and timeframe for each.	
<b>Study and take exams and boards</b>	Every state and residency program has different standards for USMLE and specialty boards. Passing your USMLEs and Certifications may require significant study time.	Work with your residency coordinator to work in the dates and study plan to ensure you give yourself the best opportunity to succeed.	

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## Evaluate and Decide:

Milestone	Guidance	Action Item	Target Date
<b>Negotiate your contract</b>	One of the most exciting and nerve-wracking times in a physician's life is being offered your first position and negotiating your first employment contract. Being pursued can be enjoyable, but the excitement can turn into stress, which can lead to poor decisions. Gaining perspective on employment agreements and the risks and benefits for both parties can go far in making the process a positive experience.	Fill out Preparing to Negotiate/ Accept a Contract Worksheet. <i>Online Resource E-27</i>	
<b>Select a job offer</b>	Preparing to transition from training into your life and career can be another stress point. You'll be making a very important decision that will impact you both personally and professionally. How do you weigh compensation, type of employers, practice types, and personal values?	Fill out: (1) Decision Making Worksheet (2) Revisiting Physician Leadership Competencies Worksheet (3) Compensation Package Worksheet <i>Online Resources E-26, E-25, E-09</i>	
<b>References/background check</b>	Employers will not send you an executable agreement until background and reference checks are completed. Make sure you take into consideration when your references may be on vacation or otherwise unavailable.	Fill out Prioritizing Offers Worksheet and review Sample Background Release Form. <i>Online Resources E-24, S-12</i>	

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## Search and Interview:

Milestone	Guidance	Action Item	Target Date
<b>Conduct second interviews</b>	You've already spent several months determining the type of opportunity and community that you desire, researching opportunities, submitting your CV, conducting a phone interview, interviewing, filling out a pre-application, and having follow-up conversations with the employer. So be careful about setting up second interviews. They may jeopardize your opportunity.	Fill out Onsite Interview Checklist. <i>Online Resource CL-01</i>	
<b>Conduct in person interviews</b>	An interview typically takes one to two days, especially if you're traveling out of state. Be prepared to schedule the interview three to six weeks in advance to provide time for the employer to coordinate schedules, tours and travel arrangements.	Fill out Onsite Interview Checklist. <i>Online Resource CL-01</i>	
<b>Prepare for interviews</b>	You don't get a second chance to make a first impression, so don't underestimate the importance of this step.	Fill out Prepping for an Interview Worksheet and review Sample Interviewer Evaluation. <i>Online Resources E-22, S-04</i>	
<b>Schedule interviews</b>	On average, a resident schedules three to five onsite interviews. We recommend starting the interview process as early as possible.	Fill out Career Tracker Worksheet. <i>Online Resource E-01</i>	
<b>Conduct phone interviews</b>	Phone interviews are an excellent way to differentiate yourself from other candidates. Being prepared to answer and ask the right questions may determine whether you are invited to interview in person.	Fill out: (1) Preparing to Ask the Right Questions for Phone Interviews. (2) Preparing to Answer Interview Questions. <i>Online Resource E-21</i>	
<b>Search</b>	It's difficult to anticipate what challenges you may face along the way, so be sure to give yourself enough time to uncover the right opportunities.	Fill out Career Tracker Worksheet. <i>Online Resource E-01</i>	



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## Plan:

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<b>Create search strategy</b>	Most residents come across 20 to 30 opportunities per week from recruiter calls, emails, direct mail, etc. This can create a false sense that there are an abundance of opportunities. In reality, reactive physicians tend to make poor choices. Be proactive and create a search strategy for finding the opportunity that's right for you.	Fill out: (1) Build Your Networking Strategy Exercise <i>Online Resource E-17</i> (2) Golden Opportunity Targets <i>Online Resource E-19</i>	
<b>Complete/update CV, cover letters, and reference letters</b>	Your curriculum vitae (CV) is your introduction to future employers. How are you going to set yourself apart from the other 30,000 residents and fellow graduates each year?	Fill out Setting You Apart from Other Candidates. Review: (1) How to Write an Effective Physician CV <i>Online Resource ST-15</i> (2) How to Write an Effective Cover Letter <i>Online Resource ST-14</i>	
<b>Understand physician compensation markets</b>	Depending on location, population, type of specialty, and other factors, there can be substantial differences in physician compensation.	Fill out Physician Compensation Market Worksheet. <i>Online Resource ST-13</i>	
<b>Understand the business of medicine</b>	Practice settings are grouped into five types, from a solo practice to substitute (locum tenens) positions. Each has its own pros and cons, and each can have a major impact on your compensation, growth opportunities, work-life balance, and more.	Fill out: (1) Understanding a Hospital Organizational Chart exercise (2) How Market Conditions Impact Patients, Administration, and Physicians. <i>Online Resources ST-02, E-33</i>	
<b>Build your advisory team</b>	Adventures in Medicine resources provide you with a process and system for planning your career, but assembling an advisory team that includes a mentor, professionals, family, etc. will help you adapt these resources to your individual strengths and weaknesses, so you can discover your own "true north."	Fill out Building Your Advisory Team Worksheet. <i>Online Resource E-30</i>	
<b>Identify essential physician leadership competencies</b>	When choosing the right practice or position for you, it's imperative that you evaluate your competencies and strategically interview at employers who can provide the structure to help you grow professionally.	Take the Self-Assessment: Physician Leadership Competencies. <i>Workbook pages: 26-27</i>	
<b>Navigate the immigration process, if applicable</b>	Foreign nationals face a few additional requirements related to immigration. You and a prospective employer must identify them and plan a strategy for satisfying them well in advance. Particularly with immigration issues, it's imperative that you start sooner than later.	Fill out Immigration Checklist Worksheet. <i>Online Resource ST-18</i>	

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## Discover:

Milestone	Guidance	Action Item	Target Date
<b>Identify your life, money and career priorities</b>	An honest and complete examination of your priorities and preferences early in the career planning process can save you many hours and much frustration later on. This step will provide your compass for future decisions and keep you pointed toward "True North."	Fill out: (1) Defining Desired Roles and Relationships Worksheet <i>Online Resource E-06</i> (2) Defining Your Needs, Wants, and Dreams <i>Workbook page 38</i> (3) Evaluating Quality of Life <i>Online Resource E-08</i> (4) Family Assessment, if applicable <i>Online Resource E-15</i> (5) Compensation Worksheet <i>Online Resource E-23</i> (6) Practice Setting Worksheet <i>Online Resource E-11</i> (7) Work Environment Worksheet <i>Online Resource E-12</i> (8) Daily Work Worksheet <i>Online Resource E-10</i> (9) Personal Preferences vs. Market Conditions <i>Online Resource E-16</i>	
<b>Create your life purpose statement</b>	A strong life-purpose statement is a concise and clear explanation of your individual aspirations.	Fill out Creating your Life Purpose Statement Exercise. <i>Online Resource E-34</i>	
<b>Identify your core values</b>	Your values represent your internal compass, which guides your actions and behavior.	Fill out Identify Your Core Values Exercise. <i>Online Resource E-13</i>	
<b>Project your discretionary income</b>	Most residents will quadruple their income when they start practicing. Without a budget, money can be spent very quickly — and unwisely.	Fill out Calculating Income after Taxes Exercise. <i>Online Resource E-28</i>	

## Learn:

Milestone	Guidance	Action Item	Target Date
<b>Learn about physician compensation markets</b>	Trends in physician compensation will impact the offers you receive and affect your evaluation process.	Read Market Trends & Trials: Survival Guide. <i>Online Resource ST-02</i>	
<b>Understand how a hospital operates</b>	Hospitals are complex entities. Knowing how they operate and the various roles for physicians within their structures will help you decide if a hospital environment is right for you.	Read Market Trends & Trials: Survival Guide. <i>Online Resource ST-02</i>	
<b>Know the different types of practices</b>	Large group practice? Small self-owned practice? Small office that's part of a large health care system? Or perhaps a non-clinical career? The options are many, and you can only choose wisely if you know what they entail.	Read: (1) Understanding Business Arrangements <i>Online Resource ST-11</i> (2) Rediscovering Rural Practice Opportunities: Think You Know Rural? Think Again! <i>Online Resource A-01</i> (3) Non-Clinical Careers <i>Online Resource ST-19</i>	