

CAREER AND LIFE PLANNING SAMPLE



Sample Physician Interview Questions to Ask the Employer

Arm yourself with thoughtful, relevant and timely questions to get the information you need!

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Interviews are a 2-way conversation. Thoughtful, timely and relevant questions to the interviewer demonstrates your further interest and can distinguish you from all others.

Objectives:

By the end of this exercise the participant/candidate will be able to:

- **Analyze and select themes or questions that can be used to garner “intelligence” and facilitate 2-way communications in an interview setting.**

The participant/candidate will:

- ✓ Utilize sample questions to formulate strategies to acquire additional information to meet their needs.
- ✓ Incorporate the use of these sample questions into the *Preparing for a Phone Interview* tool to achieve their intelligence gathering.
- ✓ Demonstrate competency and proficiency in using sample questions in interview environments.



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How to Use This Tool:

1. Review the questions within each category.
2. Identify the topical categories and questions you specifically want to address during the interview.
3. Insert the questions in the left column of the *Preparing for a Phone Interview* tool. (**Hint:** You can use this tool for both phone and in-person interviews.)
4. Rehearse your ability to use the tool in mock interview settings. You will need to be able to masterfully ask questions from the *Preparing for a Phone Interview* tool as the conversation develops and/or when the interviewer turns the interview over to you for questions, depending upon the interview format they (the interviewer) implements.
5. Refer to the resource(s) below for additional assistance in your preparations:

TITLE	RESOURCE NO.
<u>Preparing for a Phone Interview</u>	<u>E-37</u>
<u>Organizing and Customizing Interview Questions for Your Interviews</u>	<u>E-21</u>



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Sample Questions:

About the Organization:

- Does the organization regularly survey the medical staff on medical staff satisfaction?
- Does the board have a long-term plan for keeping the organization strong in the midst of change?
- What is the role of your physicians when it comes to making decisions?
- What happens when physicians and administration disagree on how to move forward?
- With the current state of healthcare, how is your hospital preparing for and adapting to these changes?
- What is the philosophy of the group/hospital and/or organization?
- What are the patient goals at your hospital/group?
- How would you describe the culture of the organization?
- I read the mission and vision statement of the hospital. How does that play out in real-life decisions?
- What are the organization's/company's strengths and weaknesses compared to its competition?
- How does upper management view the role and importance of this department and this position?
- What is the organization's plan for the next five years, and how does this department fit in?
- Could you explain your organizational structure?
- What do you most enjoy about your work with this organization / company / agency?
- How have various types of decisions been made?
- What are the various ways employees communicate with one another to carry out their work?



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Sample Questions:

About the Organization:

- How will my leadership responsibilities and performance be measured? By whom?
- Could you describe your company's management style and the type of employee who fits well with it?
- What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?

About the Opportunity:

- Can you walk me through how you schedule patients?
- What's the work schedule for physicians?
- Describe a typical day in terms of activity, types of patients, etc.
- What are the day-to-day responsibilities of this job?
- What are some of the skills necessary for someone to succeed in this job?
- What particular computer equipment and software do you use?
- What kind of work can I expect to be doing the first year?
- What percentage of routine, detailed work will I encounter?
- How much opportunity is there to see the end result of my efforts?
- How and by whom will my performance be reviewed? Are there specific criteria upon which I would be evaluated? And how frequently is formal and informal review given to new employees?
- How much guidance or assistance is made available to individuals in developing career goals?
- Is that a typical opportunity in the job for which I am interviewing? Are there specific committees employees have been encouraged to join?
- Can you describe an ideal employee?
- What percentage of my day will be made up of:
 - Clinical: (In Patient vs. Out Patient)
 - Administration Duties
 - Academic/Teaching
- How many hospitals will I admit to?



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Sample Questions:

About Compensation:

- Can you walk me through the compensation structure?
- Is there a productivity formula? If so, how does it work?
- If I do a good job, what is the income potential for year 1? Year 2? Year 3?
- Are there any new systems that will be coming to impact and improve patient care?
- Describe the process of transitioning from guaranteed salary to productivity compensation.
- How have other physicians adapted to the change after two years?
- How many patients do I need to see to earn \$_____ per: Year? \$_____Month? \$_____ Week? \$_____Day?
- What is the current wait for a new patient to see a physician?
- How busy will I be from day one?
- Is the hospital going to help market my practice? If so, can you walk me through what a marketing plan looks like?
- What are my responsibilities to build a successful practice?

About Pension Plan(s)

Note: Some of these q's will need to be directed to Financial Planner:

- Do you offer a pension plan?
- When am I eligible to join an employer pension plan?
- Is there any matching program?
- How much do I need to contribute to reach my 'pension target'?
- What fees and charges will I pay both initially and yearly? Will my contributions increase each year in line with inflation?
- Which investment funds can I choose from? Can I switch between funds? Will I be charged for this?
- How will my money be invested if I don't choose an investment fund?



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Sample Questions:

About Pension Plan(s) (CONTINUED)

Note: Some of these q's will need to be directed to Financial Planner:

- What is the estimated future value of my pension, assuming a set rate of fund growth each year?
- Are there any death-in-service or disability benefits for me?
- How flexible is my plan? Can I stop paying contributions for a time, or increase or reduce my contributions? Will there be a charge if I do this?
- Do I need to provide a pension for my dependents after I die?
- Have I any other assets I can use in retirement such as investment property, savings or investments?
- What income is my pension fund likely to buy me in retirement?
- At what age will I be able to afford to retire?
- Where is my money invested?
- How will I draw an income at retirement?

About Benefits:

- Describe details of health insurance:
- Life insurance:
- Disability insurance:
- Weeks of Vacation:
- Weeks of CME:
- Stipend:
- Relocation package:
- Type of Mal Practice Insurance:
 - Tail Coverage:



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Sample Questions:

About the Community:

- How does the cost of living compare to the national average?
- What does a 4 bedrooms, 3 bath, and 3,000 square foot home list for?
- Crime rate?
- Cultural amenities?
- Shopping?
- Restaurants?
- Recreational Activities?
- Churches?
- Nearest Airport?

About Family:

- What's the market for my spouse's occupation?

About the Contract:

- What is the length of the agreement?

