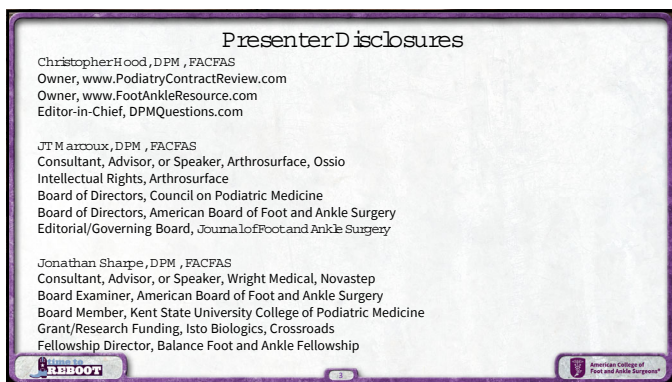




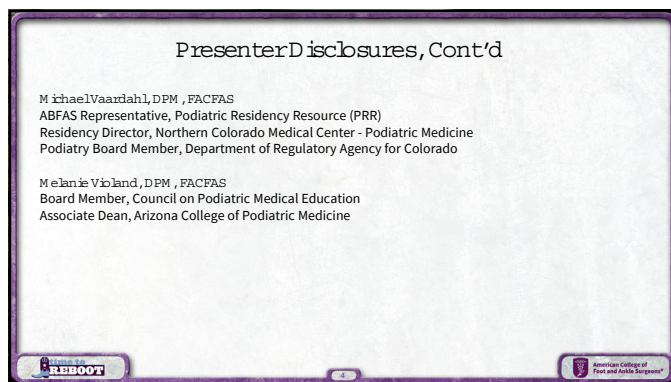
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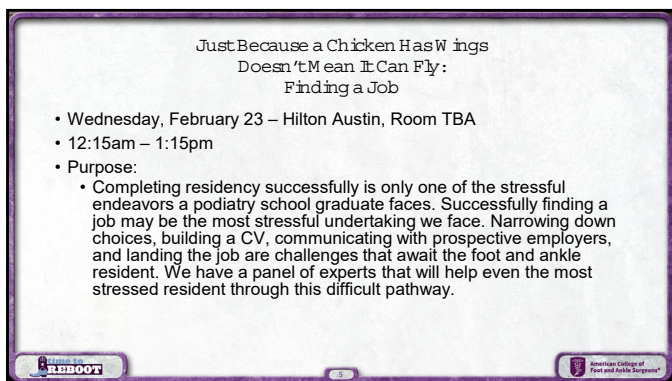
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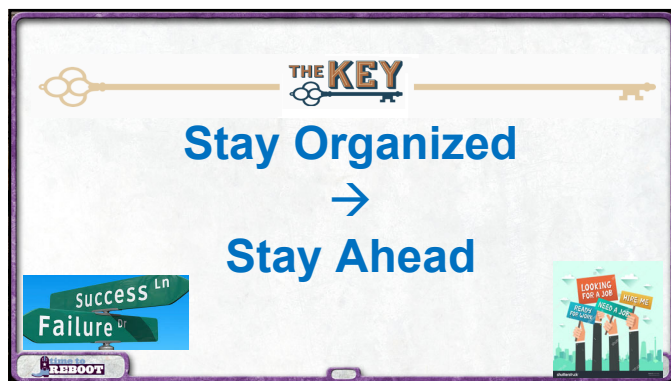
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4



5



6

PracticeLink
The Career Advancement Resource for Physicians

Job search to-do list
Start your job search early and use these steps:

- 1. Start researching job opportunities in the locations where you'd like to live.
- 2. Write your CV.
- 3. Get (establish) references.
- 4. Define your goals and priorities.
- 5. Start to actively look for jobs. Prep CV/CL.
- 6. Set and prep for interviews.
- 7. Consider each opportunity's practice type, compensation package, and community.
- 8. Have a good site visit / interview.
- 9. Select which opportunity is the best fit.
- 10. Negotiate your contract and begin final pre-job prep.

7

How to prepare yourself?

- (1) Cover Letter / Letter of Intent
- **(2) CV/Resume**
- (3a) Professional References
- (3b) Logs (Resident, BQ/BC)
- (3c) State License, DEA, etc.
- Website (?)
- Business cards (?)
- ***Make sure multiple people review each of these items prior to "final publication."
- ***Make sure to update accordingly, often (every 1-2 months take a look).
- ***Have your printed resume, "email-prepped" resume, and/or business cards available at all times!

8

(2) CV (vs.) Resume (Does it Matter?)

» **Both should...**

- Tailored for the specific job applying for
- Represent you as best qualified candidate
- Used to get you an interview
- Do not typically include personal interests

CV (Curriculum Vitae)

- "Course of Life" (Latin)
- Emphasizes academic credentials, accomplishments
- For: academia, medical
- Length via experience(s)
 - Education
 - Publications, posters, ppts.
 - "Detailed"

Resume

- "Summary" (French)
- Emphasizes skills
- For: industry, public sector
- Length ~ 2 pages per experience
 - Lead with industry experience

9

(2) The CV

- Purpose – to "sell" you; highlight personal/professional success;
- "Brag about yourself" with achievements **(that are relevant)** – not every experience is appropriate;
- Include most recent/relevant information –
 - Achievement-like manner (reverse chrono. order)
- Organized; format/layout; uniform
- Update every 2-3 months ("achievement log");
- Paper should match online profile (LinkedIn, etc.)
- Templates online

10

(2) The CV

- » Header
 - Name, address, phone, email
 - Mirrors your Cover Letter, other documents
- » Education
- » Residency / Fellowship Training
 - Name, Year/Matriculation Year, Location, Type (PMSR/RRA)
 - 2-3 bullet points of program highlights
- » Employment
 - Relevant to medicine, last X#-years
 - Practice experience (?)
- » DPM Licensure* (w/ dates)
 - State (Current / Pending)
 - NPI, DEA (?)
 - DPM Board w/ Status (BQ/BC)
- » Advanced Training/Workshops/Courses
 - "Hands-on", certificate items
 - AQ/AOFAS, Scopes, ACFAS/Corporate Workshops
- » Research Projects / Posters
 - Where presented? Awards?
- » Publications
 - Citation, bold name, PMID?
 - Author(s), title, journal name, pub. date
 - Pending work? Note it!
- » Professional Development Workshop/Courses
 - "Hands-off" Items
 - APMA, ACFAS, PPM/Goldfarb, Local lectures (legitimate/authorized ones)
 - Highlight if lectured, poster, award, etc.
- » MISC
 - Previous employment (?)
 - Professional associations w/ positions (?)
 - Volunteer
 - Skills (?)
 - Languages (medical proficient)
 - Personal/Prof. Interests (?) – "professional", 1-2 words per, 3-4 total

11

(2) The CV – MISC ITEMS

- Header for CL/CV (and any other document) should match
 - Phone = personal #
 - Email = "personal-professional"
- Photo(-a-no-no)
 - Debated, but NO
- Personal Interest
 - Debated; okay (talking points)
- References
 - Keep separate
 - You control who is contacted;
 - Notify references of pending contact
 - "Prof. ref. by request"*
- Make sure you know the CV and can give a 1-2 sentence explanation for any item on it, if asked.
- Fonts, Style, Bullets
 - Want to have it "look" appealing, structured, layered, but not "fancy" or "gimmicky" with color, graphics, images, etc.
 - Uniform style across all sections;
 - Footer w/ page number (Hood-1)
- File name "professional" for e-mail
 - "Hood CR – CV (v.2.3.2022)"
 - PDF format

12

What Type of Practice is Best for YOU

- Pros and Cons of Practice Models
- Academia
- Group ("small vs. mid vs. large")
- Multi-Specialty
- Orthopedic Group
- Hospital Based
 - Public, Private, Non-Profit
 - Veterans Affairs Hospital
- Solo?

13



14

What Matters?

- Location?
- Pay?
- Work Life Balance?
- Harmony of work environment?
- Opportunity?
- Accumulating Surgical Cases for Boards?
- All the above?

15

- Should You Plan on Staying Somewhere Forever?
- First job = Forever job?

16

Panel - Multiple jobs? Plan on Staying Where You Are Forever?

17

Cover Letter

18

The Cover Letter / Letter of Intent

“Generic → Specific”

Create a generic 1-2 versions of the letter, and then make it specific for each job you apply to.


Generic

- » Introduction
 - Your Education – mostly residency and a few things you did during it.
 - Office based (# patients seen, pre/post-work up, billing skills)
 - Wound Care experience?
 - Hospital based
 - Type of population served (diabetic, wound care, trauma, etc)
- Extracurricular – research performed/presented/published; skills achieved during residency.
- What you can offer to the practice?

Specific

» Specific. This includes:

- Who it is for – Doctor(s) name / Practices name
- Podiatry v. Ortho; Academic v. Private/Community
- Who is the jobs target patient?
- What can you offer the practice?



19


Cover Letter

Do's

- » Always include unless noted
- » Length – 1 page
- » Same format/header as CV
- » Same paper
- » Formal, professional language
- » Personalize to:
 - Person/hiring manager;
 - Job applying for
- » Multiple people/disciplines review
- » Use Employers “Key Words”

Don'ts


- » “Fill the page”
- » Submit generic, identical letters
- » Repeat/summarize CV in CL. Focus on
 - Enthusiasm for job
 - Excitement for environment
 - Highly unique, qualified skills
- » Quantify (#) when possible
- » Exaggerate skills/experiences
- » Include social media items



20

When Should I Start Looking?


- Answer: **NOW!!!*** (*Now = **ANY** PGY)
 - o Start 18 months out → narrow desires / focus
 - o The Big Question:
 - **“Best Job”** (ex. What you specifically want to be doing, highest salary, best practice/name) (VS.)
 - **“Location”**
 - (or, do you want a fellowship?)
 - o Once you decide on the above, then begin your search –
- What else can you do now?
 - o Everything- be involved, do research (manuscript, poster), attend conferences, network, visit
 - o Learn the office side of things (practice management, billing/coding, etc)



21

Where To Look For A Job?


- Websites:
 - o ACFAS, Pod Job Success, Podiatry Management, Podiatry Exchange, Pod Today, AAPP, AOFAS, AOFAS, JAMA, DocCafe.com
 - o Local State Organization Websites
 - o School Websites
 - o Monster, Indeed, Glassdoor, HealtheCareers.com, Craigslist, LinkedIn
 - o Recruiters* (search for this; get on “lists”)
- Word Of Mouth:
 - o Keep your ear to the ground
 - o Mentors, attendings, family/friends, device reps
 - o Conferences (ACFAS, State Mtgs)



22

Communicating With Prospective Employers


- After the application (CV/Cover letter)
- How to stand out during the process?
- Any helpful ideas?
- Anything that are Red Flags?
- Research office/practice
- Ask questions during process
- Find out expectations



23

The Process

- Apply for job.
 - Wait and be prepared
 - Know the practice, doctors names, pathology tx/tx
- Pre-phone interview.***
 - Screening Calls.
- Face/face meeting with doctor, partners.***
 - Possibly a second meeting, visiting the office, shadowing, etc.
- Send “Thank You” messages
 - ...± next steps inquiry
- ...then the Contract.
 - Make sure to get everything in writing that may have been discussed prior to this point.



24

The Online Interview

<p>The Set-Up</p> <ul style="list-style-type: none"> » Charged/plugged (power, internet) » *Focus on your surroundings <ul style="list-style-type: none"> - Background (clean & simple) - Consider lighting, noise - Time of day » *Focus on your position <ul style="list-style-type: none"> - Screen/camera angle <ul style="list-style-type: none"> • Head/shoulder fill screen - Eye/Camera-Contact » Pre-load items » *DO a "dry-run" / Recording <ul style="list-style-type: none"> - Evaluate yourself 	<p>The Interview</p> <ul style="list-style-type: none"> » *KEY = Treat it as an in-person interview from all aspects » *Dress the part (over > under); » Log-in early (Request) » Prepare for numerous interaction; » Pause before response; » Keep focused on the screen <ul style="list-style-type: none"> - No noted/2nd screen » Taking notes? Let them know » *Virtual tour?
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25

Contracts

26

The Contract

- Consider what is most important to you
 - Wants (vs.) Needs
- Start high, but not unreasonably high
 - (Almost) Always ask for it – at worst, you’ll be told “no”
- Get everything in writing – email AND final contract
 - “Not documented, didn’t happen”
 - Ask questions in email fashion → Discuss in person / over the phone → Re-cap email from employer
- Use of Lawyer (or Attending) to Review



27

Contract Differences

- How would contracts be different for different types of job opportunities?
- Academic contracts compared to multi-specialty or orthopedic groups
- Any specifics?

28

Recap

- Again...
 - Stay organized, stay ahead;
 - Prepare for every step / component;
 - Keep an open mind;
 - Keep all options open as long as possible;
 - Continue to think about your future/end game;
- And new...
 - Do not compare yourself and your situation to others;
 - Do not get caught up in the *noise*;
 - Keep your cards close, (but also be open);
 - Maintain your reputation AND integrity;
 - Be true to yourself, goals, and desires

29

Questions?

30



31