

# CAREER AND LIFE PLANNING EXERCISE



AIM

## Organizing and Customizing Interview Questions for Your Interviews

# Organizing and Customizing Questions for Your Interviews

You have a need to know, now learn how to the information you need!

Your priorities help shape the information you seek from potential employers. Learn how to ask and organize questions for your decision-making process.

## Objectives:

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

- Develop/Identify, organize and prioritize questions to query the potential employers' representatives to get the answers you need.
  - ✓ The participant/candidate will learn to identify their areas of information which align with their priorities.
  - ✓ The participant/candidate will selected/develop questions that will enable them to acquire the information needed.
  - ✓ The participant/candidate will organize the questions by relevancy to the various parties.



# Organizing and Customizing Questions for Your Interviews

## How to Use This Tool:

1. Review the information contained in the tool.
2. Select from among the sample questions in each category or write your own.
3. Organize your questions by assigning them to the most appropriate representative on the worksheet. Note: The same question may be asked of more than one person if/as needed.
4. Refer to the resource(s) below for additional assistance in your preparations:

TITLE	RESOURCE NO.
<a href="#">Preparing for an Onsite Interview</a>	E-22
<a href="#">Creating and Using and Elevator Speech</a>	E-18
<a href="#">Sample Interview Questions to Ask Employers</a>	S-13
<a href="#">Interview Checklist</a>	CL-01



# Organizing and Customizing Interview Questions for Your Interviews

Generally, you'll be meeting with several people during an onsite visit. Some of these people may include: CEO, Medical Director, Medical Staff, CFO, Physician Recruiter, Board Members, Real Estate Agents, and others. They will be on a mission to get information out of you and your mission is to get information out of them in order to make the decisions you need to make.

Your ability to make good decisions is contingent on both preparation and good information. Your ability to obtain good information is largely dependent upon your preparations. Below are sample questions that may be relevant for you to ask on an interview. You may need to create additional questions per your situation.

## **Instructions:**

1. Review the category and sample questions for each category. As a "rule of thumb" you will generally want 3-5 questions for each representative you will speak with.
2. Determine if you will need to utilize the sample questions or write your own.
3. Place the questions most important to your fact finding on the worksheet under the appropriate representative.



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## Sample Questions about 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 are various types of decisions made?
- What are the various ways employees communicate with one another to carry out their work?
- 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?



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## Sample Questions about 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 and abilities 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:
  - Academic:
  - In Patient
  - Out Patient
- Administration Duties
- Academic/Teaching
- How many hospitals will I admit to?



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## Sample Questions about Compensation, Growth, and Benefits:

- 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?
- 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 \$XXX,XXX per:
  - Year? Month? Week? Day?
- Are there any new systems that will be coming to impact and improve patient care?
- 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?
- 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 Pension Plan:

**\*Note: Some of these questions may need to be directed to a 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?
- 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?



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## Sample Questions about Contract and Practice Setting:

- What is the length of your typical agreement?

### **Solo-Practice:**

- What are the advantages and disadvantages of working as a solo-practitioner?
- Can you walk me through the difference between an income guarantee and a guaranteed salary?
- On an Income Guarantee, do I have to pay back the Income Guarantee if I leave?
- How many years do I need to serve before my income guarantee is considered forgiven?
- Does your organization help with:
  - Setting up an office?
  - Staff?
  - Equipment?
  - Billing?

### **Partnership/Shareholder:**

- Walk me through how to become a partner/shareholder?
- When am I eligible for partnership/shareholder?
- Do I have to buy in? If so, how does this work?
- How many physicians are partners/shareholders?
- How many physicians have been eligible for partnership over the past five years?
- Have there been any eligible physicians who were not voted in as a partner?
- If so, why not?



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## Sample Questions about 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?
- School Systems
  - Private
  - Public
- Crime rate?
- Cultural amenities?
- Shopping?
- Restaurants?
- Recreational Activities?
- Churches?
- Nearest Airport?

## Sample Questions about my Family:

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



# Organizing and Customizing Interview Questions for Your Interviews

## Organization Worksheet

Select, write and organize your questions to the relevant person. Target 3-5 questions for each person.

### Questions directed to **Physician Recruiter**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Questions directed to **Administrator**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



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Select, write and organize your questions to the relevant person. Target 3-5 questions for each person.

### Questions directed to **Physicians [Same Specialties]**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Questions directed to **Physicians [Different Specialties]**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



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## Organization Worksheet

Select, write and organize your questions to the relevant person. Target 3-5 questions for each person.

### Questions directed to **Chief Financial Officer**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Questions directed to **Realtor**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



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## Organization Worksheet

Select, write and organize your questions to the relevant person. Target 3-5 questions for each person.

Questions directed to \_\_\_\_\_ [Fill in blank]

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Questions directed to \_\_\_\_\_ [Fill in blank]

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

