JOB TITLE: Physician Recruitment Specialist
REPORTS TO: Director of Human Resources
FLSA STATUS: Non-Exempt
JOB OVERVIEW: Responsible for the successful recruitment of physicians and advanced practice professionals for The Doctors Clinic including on-boarding and retention processes.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Identifies and sources targeted physicians using a variety of creative and effective recruitment methods. Reviews CVs/applications and phone screens all candidates to determine quality and fit for the organization. Present physician opportunities with detail and clarity, providing information about The Doctors Clinic, compensation plan, benefits, and specific elements of the position.

2. Creates a comprehensive practice description for each opportunity. Prepares job descriptions and develops job postings for company web site. Identifies and searches candidate database(s) for potential candidates. Develops hiring campaigns for physicians and places follow-up calls to proactively source candidates.

3. Researches and attends job fairs, conferences and other physician recruitment opportunities. Researches association publications, web sites and other appropriate resources on which to post physician opportunities. Develops relationships with residency programs. Assist with the development of promotional materials, such as banners and posters to be used in recruitment events.

4. Maintains a candidate tracking worksheet/database reflecting documentation of positions open, interviews scheduled, conversation had, offers made or not made, offers accepted or not accepted, reasons for offers declined, etc. Follows up with all candidates and referring parties in a timely manner.

5. Tracks and verifies all invoices and funds spent on external recruitment resources; including job postings, ad placements, third party placement fees, etc. Analyzes effectiveness of advertising and resources used.

6. Directs, organizes and coordinates all aspects of candidate itineraries, agendas and site visits including: travel and hotel reservations, clinic, hospital and community tours, appointments with physicians, lunch/dinner reservations, and processes all related receipts. Prepares financial documents for The Doctors Clinic for the purpose of tracking expenses. May escort candidates through their interviews and visit. May participate in Physician Orientation.

7. Contacts a minimum of three professional references for each candidate; documents information gathered and submits to HR Director. Follows-up and obtains feedback from interviewers and candidates after interview to determine interest on all parties' behalf.

8. Provides continued assistance to new hire physicians in becoming acclimated to the community during their transition/relocation. Contacts new hires after 30 and 60 days to determine satisfaction with the process and assess opportunities for improvement.
9. Stays current on regional and national physician hiring trends and practices; researches competitor's activities to keep informed of changes impacting The Doctors Clinic’s ability to hire and retain top physician talent. Provides input to improve physician-related processes.

QUALIFICATIONS:

Education:
1. Bachelor’s degree in Human Resources, related field or equivalent.

Experience:
1. 2-4 years recruiting experience; physician, healthcare, or agency recruiting experience preferred.

Skills:
1. Advanced proficiency in various computer applications, e.g. word processing, excel spreadsheet, e-mail, database management and presentation software.
2. Excellent communication skills including negotiation skills; must be persistent and persuasive.
3. Must be able to establish rapport and effective working relationships with physicians and clinic administrators.
4. Must be able to prioritize multiple responsibilities and manage a large workload within tight deadlines.
5. Excellent problem-solving skills and self-motivation.
6. Ability to develop alternative solutions to problems; comparing and analyzing data; preparing clear, concise, thorough, meaningful, and grammatically correct written reports, letters, memoranda, and other documents.
7. Ability to independently plan, organize, prioritize, schedule, coordinate, and make decisions relating to assigned tasks.
8. Very strong customer service orientation, positive attitude, highly self-motivated, directed and change oriented.

Physical Requirements:
Hearing: Adequate to perform job duties in person and over the telephone.
Speaking: Must be able to communicate clearly in person and over the telephone.
Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
Other: Requires occasional lifting and carrying items weighing up to 10 pounds unassisted. Requires frequent bending, reaching, and repetitive hand movements, standing, walking, squatting and sitting, with some lifting, pushing and pulling exerted regularly throughout a regular work shift.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Physician Recruitment Specialist job description and understand the functions and objectives of the position.

Employee Signature: ___________________________   Date: _________________________

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER

Last update: 02/2012