

**Whatcom Alliance for Healthcare Access
Physician Recruitment & Retention Program**
Checklist for Telephone Interview with Candidate

Candidate's Name: _____

Subject area	Comments from conversation
About the practice & the position:	
Explain the practice opportunity in detail	
Listen to & assess the intent of the questions the candidate asks about the practice & the position	
Find out candidate's expectations about compensation & practice issues; provide market data regarding compensation; offer to forward sources	
Ask about factors candidate considers when choosing opportunity & community	
Ask the candidate's perception of his/her ideal practice situation	
About clinical/professional interests & skills:	
Determine why the candidate is considering changing positions	
Ask about candidate's medical interests	
Ask for the strengths & weaknesses as a physician	
Ask what past supervising staff would say about candidate's performance	
Board-eligible/Board-certified status	
States in which candidate is currently licensed	
Ask about professional goals in 5 years/10 years	
About the area/community/family:	
Provide information about community; offer to send resources for further review	
Ask about financial concerns	
Inquire about need for financial assistance (loan repayment, relocation expenses, etc.)	
Inquire about Spouse's/Significant Other's career needs & level of importance in relocation	
Ask if any specific family needs	
In closing:	
Job search status (i.e. other positions being considered)	
Rank of this position as compared with others being considered	
Availability/timeline for starting next position	
Interest level in planning a site visit	
Names & contact info. for at least 3 references; plus authority to contact them & perform other background checks (Use "Authorization to Release Info." form)	