

**Whatcom Alliance for Healthcare Access
Physician Recruitment & Retention Program**

Guidelines for Pre-screening Candidates

Directions: Once interested candidates have been identified and (by a preliminary look at their CV or CV-summary) appears to fit the qualifications of the position, the next challenge is to develop that interest. In this phase of recruiting, the practice is responding by sending information about the practice and the community through mail or (more often these days) email and ultimately speaking with top candidates by phone.

STEPS	COMMENTS
<ul style="list-style-type: none"> Request (by email is appropriate) & receive current formal CV. 	
<ul style="list-style-type: none"> Review CV to determine practice's interest in candidate. If appropriate, share the CV with colleagues and ask for their opinion of fit. 	
<ul style="list-style-type: none"> Send follow-up letter/email of thanks. (See WAHA's "Sample Letter to Potential Candidates"). 	
<ul style="list-style-type: none"> Set up telephone interview. Arrange best time and best number to call. 	
<ul style="list-style-type: none"> Telephone interview with medical group lead and (optional) practice manager. 	
<ul style="list-style-type: none"> Mail/email follow-up resource material about position (if available) & community. (See WAHA's "Resources for Physician Candidates"). 	
<ul style="list-style-type: none"> Perform necessary background & reference checks. Check with at least three professional references. 	
<ul style="list-style-type: none"> If it is agreed that the candidate is a good fit, set up a site visit. (See WAHA resources for "Coordinate Site Visit"). 	