

Top 10: Ready to Recruit Checklist

Do you plan to add a physician and/or an advanced practitioner to your organization in the near future? If so, this checklist will help determine if you are ready to recruit and sign your top choice candidates.

Physician specialty to be recruited: _____

Advanced Practitioner to be recruited: _____

1. **Reason(s) for Recruitment** [check all that apply]

Provider retirement Provider leaving Provider cutting back
 Overflow of Patients Need additional call partner Other: _____

2. **Support to Recruit New Provider**

Do the other providers in your organization agree with the plan to recruit? Yes No

3. **Ideal Timing for New Provider to Start**

Within 90 days Within 6 months Within 12 months

If you checked "within 90 days," will you need locum tenens coverage? Yes No

4. **Space**

We have _____ exam room(s) and _____ office/consultation room(s) available.

We will have to locate new/additional space and these contacts must be made as soon as possible: _____

5. **Staff to Support New Provider**

We have adequate reception, medical assistants, nursing, and support staff.

We will add the following staff: _____

6. **Patient Base for New Provider** [check all that apply]

We have an overflow of patients and/or are turning patients away.

The new provider will assume _____% of a practice (Provider retiring/cutting back).

We will need to market/promote the new provider.

The new provider will be expected to help build their practice.

7. **Letter of Intent and Employment Contract**

We have a draft letter of intent ready. Yes No

We have an employment contract ready. Yes No

8. **Financial Investment**

We will pay the provider's salary for the first 6 months or first year.

We will need assistance in securing funds for the first year salary.

We will contact the hospital(s) and/or IPAs with which we have a close relationship to ask if recruitment assistance is available and details of assistance provided.

We understand the cost to recruit a new provider may include search fees, candidate site visit expenses, relocation (if needed), and possibly a signing bonus and/or loan repayment.

9. **Mentoring**

Person who will mentor the new provider (clinically). _____

Person who will mentor/assist the new provider's family. _____

10. **Physician Evaluation and Retention**

We have forms ready for the new provider's 3-month, 6-month, and 12-month evaluations.
 Yes No

We have a provider retention program in place. Yes No

If you need current compensation information, assistance with your recruitment project, or locum tenens providers, please contact us.