

Suggested Time Line

12 Months Prior

Plan a Job Strategy.

- Who will be involved with job search? Speak honestly with everyone involved .
- What is the criteria for your ideal practice? Employed, partnership, hospital , group, etc.
- Where do you want to live? Urban, rural, suburbs, specific activities
- When would you like to start? Immediately following training or take some time off

10-11 Months Prior

Prepare Your CV

Identify References

- Chronological Order with Most Recent First
- Proofread, Proofread, Proofread—No time gaps or typos. Have a second set of eyes
- Protect Your CV—Do not include DEA, License or Social Security Number
- Have current contact information—Address, Phone and E-mail
- Three References—Program Director, Department Head, Faculty Mentor

8-9 Months Prior

Explore Your Options

- Check with Your Program Coordinator for postings
- Use a Reputable Recruiter; Should be a member of NAPR
- Check Journals and on-line sites
- Personal Network—Peers, Societies
- Visit www.alpha.org

8-9 Months Prior

Apply

- Submit Your CV
- Include a Cover Letter specific to the Job
- Keep track of where your CV is sent

7-8 Months Prior

Interview

- Schedule Time Off to Interview
- Keep good notes on each opportunity
- Send a Thank You note to each facility you visit

5-6 Months Prior

Compare Offers and Decide

- Compare compensation, benefits, lifestyle and locale
- Make a decision and celebrate
- Inform all opportunities of your decision

4-5 Months Prior

Complete Paperwork

Prepare to relocate

- Complete all paperwork; licensure, credentialing, insurance panel, etc.
- Stay in touch with your new employer
- If relocating, start exploring housing options.
- Check on-line, meet with a realtor.

2-3 Months Prior

Prepare to relocate

- Start Packing.
- Contact movers
- Stay in touch with your new Employer
- Follow up on credentialing and other paperwork
- Establish a realistic start date

Month of Start

- Relocate, if needed.
- Start Your New Position