



APPENDIX A — PHYSICIAN RECRUITER CHECKLIST

A Complete Step-by-Step Guide From Vacancy to Start Date

The definitive end-to-end workflow for recruiting, onboarding, and launching physicians successfully.

This checklist gives recruiters, leaders, and onboarding teams a **clear, structured, and repeatable** process that covers every phase of physician recruitment. It reduces variation, accelerates timelines, strengthens communication, and ensures no step is missed.

PHASE 1 — POSITION DEFINITION & ALIGNMENT

✓ BEFORE SOURCING BEGINS

Confirm the following with leadership, service line, and operations:

- ☐ Position justification & approval
- ☐ Full-time vs. part-time vs. locum-to-perm
- ☐ Subspecialty requirements
- ☐ Expected clinical load (clinic, OR, procedures)
- ☐ Call schedule and structure
- ☐ Target start date
- ☐ Compensation model (salary, wRVU, quality, call pay)
- ☐ FMV boundaries & internal range
- ☐ Operational readiness review (clinic, OR, staff, equipment)
- ☐ Key differentiators for recruitment
- ☐ Candidate red flags/criteria to avoid
- ☐ Approval of job posting language



Deliverables:

- ☐ Position summary
- ☐ Job description
- ☐ Recruitment brief (for internal use)

PHASE 2 — SOURCING & PIPELINE DEVELOPMENT

✓ FINDING AND ATTRACTING CANDIDATES

Build your sourcing map:

- ☐ PracticeLink / DocCafe ads
- ☐ LinkedIn outreach
- ☐ Doximity / HealthCareers
- ☐ Specialty societies (AUA, AAOS, ACS, etc.)
- ☐ Fellowship programs & residency outreach
- ☐ Networking with colleagues
- ☐ Social media engagement posts
- ☐ Passive candidate identification
- ☐ Internal referrals

Daily/Weekly sourcing tasks:

- ☐ Send personalized outreach messages
- ☐ Review CVs
- ☐ Add candidates to CRM/ATS
- ☐ Candidate follow-up every 3–5 days
- ☐ Source new candidates every day



Deliverables:

- ☐ Active candidate list
- ☐ Passive candidate list
- ☐ Sourcing tracker updates

PHASE 3 — SCREENING & ASSESSMENT

✓ EARLY FIT EVALUATION

Conduct a recruiter screening call:

- ☐ Motivation for change
- ☐ Clinical interests & subspecialty
- ☐ Call tolerance
- ☐ Visa requirements (if any)
- ☐ Timeline & availability
- ☐ Compensation expectations
- ☐ Behavioral/cultural fit
- ☐ Family & location considerations

Red flag checks:

- ☐ Unexplained gaps
- ☐ Excessive job changes
- ☐ Limited references
- ☐ Unwilling to discuss expectations
- ☐ Unreasonable compensation demands



Deliverables:

- ☐ Recruiter summary
- ☐ Candidate scorecard
- ☐ Recommendation to proceed or decline

PHASE 4 — INTERVIEW MANAGEMENT

✓ SPEED, STRUCTURE & COMMUNICATION

Prepare leadership & interviewers:

- ☐ Candidate CV + recruiter summary
- ☐ Interview questions
- ☐ Red flags to explore
- ☐ Strengths to highlight
- ☐ Timeline expectations

Schedule and coordinate:

- ☐ Virtual interview within 3–5 days
- ☐ Leadership presence confirmed
- ☐ Talent, HR, service-line leaders included
- ☐ Structured agenda

After the interview:

- ☐ Gather feedback within 24 hours
- ☐ Provide the candidate with an update on the same day
- ☐ Prepare for onsite visit if approved



Deliverables:

- ☐ Interview agenda
- ☐ Interview feedback summary

PHASE 5 — ONSITE VISIT EXPERIENCE

✓ HIGH-IMPACT, HIGH-TOUCH VISIT

Build the onsite itinerary:

- ☐ Leadership meetings
- ☐ Clinic & OR tours
- ☐ Partner physician meetings
- ☐ Staff & MA introductions
- ☐ Community tour
- ☐ Spouse/family itinerary
- ☐ Real estate or school tours
- ☐ Dinner with key physicians
- ☐ Cultural “selling points.”

Visit readiness:

- ☐ Hotel booked
- ☐ Travel arranged
- ☐ Welcome folder prepared
- ☐ Parking & wayfinding instructions
- ☐ Expense reimbursement ready
- ☐ Personal touches included



Deliverables:

- ☐ On-site itinerary
- ☐ Post-visit survey or feedback form

PHASE 6 — OFFER, NEGOTIATION & CLOSING

✓ FAST, CLEAR, CONFIDENT DECISION-MAKING

Internal preparation:

- ☐ Final compensation review
- ☐ FMV confirmation
- ☐ Incentives approved
- ☐ Draft contract ready
- ☐ Relocation & loan components approved

Communication & closing:

- ☐ Verbal offer within 24–48 hours
- ☐ Written offer within 5 business days
- ☐ Transparent timeline communication
- ☐ Leadership involvement in closing
- ☐ Address spouse/family needs
- ☐ Confirm start date

Deliverables:

- ☐ Offer letter
- ☐ Draft contract
- ☐ Compensation summary sheet



PHASE 7 — ONBOARDING & PRE-START PREPARATION

✓ THE FIRST 90 DAYS START *BEFORE* DAY 1

Kickoff:

- ☐ Credentialing initiated immediately
- ☐ Payor enrollment underway
- ☐ Background check completed
- ☐ Malpractice verification
- ☐ IT/EMR requests submitted
- ☐ Welcome communication sent

Operational readiness:

- ☐ Clinic schedule built
- ☐ OR block time assigned
- ☐ MA/APP support aligned
- ☐ Equipment check completed
- ☐ Marketing announcement drafted

Deliverables:

- ☐ Onboarding plan
- ☐ Credentialing checklist
- ☐ Early Wins Map



PHASE 8 — FIRST 90 DAYS & INTEGRATION

✓ BUILD CONFIDENCE, CONNECTION & BELONGING

Weekly onboarding tasks:

- ☐ Check in with the physician
- ☐ Address workflow issues
- ☐ Support EMR transition
- ☐ Build referral relationships
- ☐ Problem-solve quickly
- ☐ Confirm OR/clinic satisfaction

Internal integration:

- ☐ Culture check-ins
- ☐ Team introductions
- ☐ Leadership rounding
- ☐ 30/60/90-day reviews

Deliverables:

- ☐ 90-day review summary
- ☐ Continued mentoring plan



PHASE 9 — LONG-TERM RETENTION & SUPPORT

✓ RETENTION IS A CONTINUOUS PROCESS

Retention elements:

- ☐ Annual retention plan
- ☐ Compensation review
- ☐ Call schedule fairness review
- ☐ Burnout assessment
- ☐ Volume/OR access monitoring
- ☐ Leadership development opportunities
- ☐ Family/community support

Deliverables:

- ☐ Updated retention plan
- ☐ Physician Life Cycle placement
- ☐ Annual leadership review notes



SUMMARY: THE FULL RECRUITMENT PIPELINE

Recruitment success depends on:

Structure

Consistency

Leadership alignment

Speed

Communication

Proactive planning

Operational readiness

Relationship-building

This checklist ensures a smooth, predictable, and professional experience that strengthens both recruitment **and** retention.