

Resident Employment Preparation

Transitioning from residency to a practice is an exciting process, but it can be overwhelming at times. This checklist can serve as a framework to help you successfully navigate that process.

SET SALARY AND CAREER EXPECTATIONS

- Use the AAFP's [Career Benchmark Dashboard](#) to compare compensation, benefits, and more for family physicians across locations and practice types.
- Speak with faculty mentors and recent residency graduates to determine good job fits and pitfalls to avoid in your job search.
- Think about a desired work-life balance in relation to your practice setting options and personal life, including your ideal work week and breakdown of percentages of FTE spent in patient care, administrative duties, teaching, research, etc.
- Consider seeking out [career coaching](#).

LOOK FOR A JOB

- [Update your curriculum vitae \(CV\)](#), personal statement, and cover letter; identify and confirm your references; and ask a faculty member or recent residency graduate to review the documents.
- Review the five signs of a [good physician employer](#).
- Identify and research potential employers.
- Post your CV and set up job alerts on the [AAFP's CareerLink website](#), and take advantage of career placement services offered to members.
- Identify resources to find and apply for positions, including your personal and professional networks, health system recruiters, job listing websites, and direct connections with employers.
- Prepare questions to ask potential employers before your in-person interview.
- Rehearse answers to anticipated questions from interviewers.

NEGOTIATE YOUR CONTRACT

- [Identify a lawyer](#) who has experience reviewing physician contracts and who aligns with your values.
- Before opening contract discussions, make a list of points to cover and categorize them as must haves, nice to haves, items to use in negotiation but willing to give away, etc.
- [Learn common contract terminology, benefits to look for, and provisions to avoid](#) (e.g., restrictive covenants and lack of payment for supervision in collaborative practice arrangements).

- [Watch free negotiation training videos](#) or take a class on negotiation skills to prepare for your job negotiations.
- After you've received a contract, verify a point of contact with the employer.
- [Review your contract carefully](#), identify any vague language, and ask specific questions to clarify contract detail.

PREPARE FOR YOUR BOARD EXAM

- Apply for and take the American Board of Family Medicine (ABFM) or American Osteopathic Board of Family Physicians (AOBFP) board certification exam. Complete requirements needed before registering for board.
- Use the [AAFP Family Medicine Board Review Self-Study package](#) to prepare.
- Access [free board review questions](#) to complement your study plan.

GET YOUR CREDENTIALS IN ORDER

- Apply for appropriate state licensure and registration and state-required exams, if needed.
- Apply for Drug Enforcement Administration (DEA) and state-specific Department of Public Safety (DPS) licenses.
- Prepare your clinical and procedural documentation for potential employers.
- Identify state(s) in which you would like to practice and research their licensing requirements and how long the licensure process takes.
- Ensure state laws allow you to practice to your desired spectrum of care.

FILL IN THE GAPS

- Get extra training in areas you will be focusing on more in practice.
- Learn [business fundamentals](#) and care team management skills to enhance your understanding of full-time practice.
- [Amplify your pregnancy care knowledge](#).

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