

Employment Preparation

A Checklist for Residents

The transition from residency to a practice is an exciting, but at-times overwhelming process. This checklist is a framework to help keep you on course and successfully navigate that process.

Do Your Research

- Compare different practice settings and scope of practice options to identify your best matches.
- Speak with faculty mentors and recent residency graduates to determine good job fits and pitfalls to avoid in your job search.
- Identify resources to find and apply for positions, including your personal and professional networks, health care recruiters, job listing websites, and connecting directly with employers.
- Identify a lawyer who has experience reviewing physician contracts.
- Learn common contract terminology, benefits to look for, and inclusions to avoid (i.e., restrictive covenants and lack of payment for supervision in collaborative practice arrangements).
- Learn common contract provisions.
- Research information about potential employers.

Prepare for Your Job Search

- Think about your desired work-life balance in relation to your practice setting options and personal life, and discuss with your family, partner, or spouse.
- Research the typical starting family physician salary range and your salary requirements.
- Identify state(s) in which you would like to practice and research their licensing requirements.
- 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.

Take Care of Your Requirements

- Prepare your clinical and other procedural documentation for potential employers with the AAFP's Primary+[®] tool. Primary+ is an AAFP member benefit that helps you report continuing medical education (CME), log procedures, and keep up with professional requirements.
- Apply for and take the American Board of Family Medicine (ABFM) or American Osteopathic Board of Family Physicians (AOBFP) board certification exam.
- Apply for appropriate state licensure and registration.
- Apply for Drug Enforcement Administration (DEA) and Department of Public Safety (DPS) licenses (after state license).
- Identify other examinations required by states (e.g., medical ethics) and how to register for them.

Seek Your First Employment

- Apply for positions and prepare questions to ask employers prior to your in-person interview.
- Rehearse answers to anticipated questions from potential employers and interviewers.
- Make a list of what to evaluate during your interview visit.
- After you've received a contract, verify a point of contact with the employer.
- Review your contract, being aware of vague language, and ask specific questions to clarify contract details.