

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.

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 system recruiters, job listing websites, and direct connections with employers.
- Identify a lawyer who has experience reviewing physician contracts and who aligns with your values and personal style.
- 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).
- Take a class on negotiation skills to prepare to conduct your own job negotiations.
- Identify state(s) in which you would like to practice and research their licensing requirements and how long the licensure process takes.
- Research the typical starting salary range for a family physician and determine your salary requirements.

PREPARE FOR YOUR JOB SEARCH

- Identify potential employers and research relevant information about them.
- Think about your 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.
- 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

- Use the AAFP's Primary+® tool to prepare your clinical and other procedural documentation for potential employers.
- 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 state-specific Department of Public Safety (DPS) licenses.
- Apply for other state-required exams, if needed.

SEEK YOUR FIRST EMPLOYMENT OPPORTUNITY

- In the months before graduation and as you begin to apply for positions, prepare questions to ask potential employers before your in-person interview.
- Rehearse answers to anticipated questions from potential employers and interviewers.
- 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.
- Be prepared to actively negotiate your contract; seek guidance from a lawyer, but be ready to lead the conversation yourself – this is the beginning of your relationship and a key way to evaluate the culture.
- 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 details.

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aafp.org/resident-resources