

# CAREER AND LIFE PLANNING SAMPLE



AIM

## Sample Physician Candidate Evaluation Form

Your qualifications speak for themselves. Learn what employers look for beyond qualifications.

# Sample Physician Candidate Evaluation Form

Perception is reality! Learn about some of the qualities and characteristics that interest employers most by putting yourself in their shoes.

## Objectives:

**By the end of this exercise the participant/candidate will be able to:**

- Identify common qualities, characteristics and other criteria employers evaluate candidates on.
  - ✓ The participant/candidate will learn to evaluate and analyze their personal and professional qualities and characteristics against the sample[s] from a potential employer's perspective.
  - ✓ Formulate and implement strategies to address weaknesses or gaps and/or redirect/deflect focus to areas of strength



# Sample Physician Candidate Evaluation Form

## How to Use This Tool:

1. Review the sample.
2. Note the types of criteria and attributes that employers commonly look for in potential candidates.
3. Rehearse for your interview(s) from the potential employer's perspective.

TITLE	RESOURCE NO.
<a href="#">Organizing and Customizing Interview Questions</a>	E-21
<a href="#">Preparing for an On-Site Interview</a>	E-22
<a href="#">Sample Interview Questions to Ask the Employer</a>	S-13



# Sample Physician Candidate Evaluation Form

## Physician Candidate Interview Evaluation Form

Candidate's Name:	
Specialty/Position:	
Interviewer:	
Date:	

*Please evaluate this candidate in the following areas by checking the appropriate box and include details and/or comments in the spaces provided.*

Criteria	Outstanding	Above Average	Average	Below Average	Unacceptable
<b>First Impressions:</b>					
Comments:					
<b>Professional Appearance:</b>					
Comments:					
<b>Practice Style Philosophy</b>					
Comments:					

*Continue on next page*

# Sample Physician Candidate Evaluation Form

## Physician Candidate Interview Evaluation Form (Continued)

Criteria	Outstanding	Above Average	Average	Below Average	Unacceptable
<b>Level of practical experience:</b>					
Comments:					
<b>Interpersonal Skills</b>					
Comments:					
<b>Ability to Communicate:</b>					
Comments:					
<b>Attitude and Enthusiasm:</b>					
Comments:					
<b>Goals and Ambition:</b>					
Comments:					
<b>Interest in Community Position:</b>					
Comments:					

*Continue on next page*

# Sample Physician Candidate Evaluation Form

## Physician Candidate Interview Evaluation Form (Continued)

Criteria	Outstanding	Above Average	Average	Below Average	Unacceptable
<b>Ability to be a Team Player:</b>					
Comments:					
<b>Leadership Skills:</b>					
Comments:					
<b>Ability to Communicate:</b>					
Comments:					
<b>Attitude re: Pt/Customer Satisfaction</b>					
Comments:					
<b>Overall Appraisal:</b>					
Comments:					

*Continue on next page*

# Sample Physician Candidate Evaluation Form

## Physician Candidate Interview Evaluation Form (Continued)

**Additional Comments:**

**RECOMMENDATION:**

- Recommend an offer be made
- Second interview suggested
- Not recommended for further consideration

**INTERVIEWER'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN TO:**

- John Doe, VP President of Physician Services
- Jane Doe, Medical Director
- Sally Doe, Director of Physician Recruitment

