



The Advocate

Staffing and Employment Issues for the
Select Physician Office

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MISSION STATEMENT

CPR Medical Staffing is dedicated to using the highest standards of excellence in ethics, professionalism, honesty and integrity to provide an expert service of human resource staffing by matching client needs with candidate qualifications.

Employer Interviewing Methods

Interviews may be classified by the degree to which they are structured.

The Non-directive or Open Interview

This type of interview is comprehensive and may cover a broad range of topics. Probing, open-ended questions are one of its main features. This type of interview may elicit more natural responses from the candidate, although the results of the non-directive interview may be highly subjective.

The Structured Interview

The Structured Interview consists of a series of job related questions with predetermined acceptable answers—that are consistently posed to each applicant for a particular job. This kind of interview may provide more reliable and accurate results but may become overly formal or cold thereby impeding the candidate's ability or desire to respond.

The Behavioral Interview

The Behavioral Interview uses questions that probe specific past behaviors, such as: "tell me about a time where you confronted an unexpected problem," "tell me about an experience when you failed to achieve a goal," and "give me a specific example of a time when you managed several projects at once." The behavioral job interview is based on the theory that past performance is the best indicator of future behavior

The Traditional Interview

The Traditional Interview uses broad-based questions such as, "why do you want to work for this company," and "tell me about your strengths and weaknesses." This method is often used by the least experienced interviewers.

You may find that using a **combination** of each of these techniques results in an interviewing style that is **relaxed**—allowing the candidate to express himself or herself; **consistent**—asking specific questions with specific, expected responses; and **informative**--using a guide to make sure that all information is gathered; and **conclusive**—determining if the candidate is a fit for your office culture.

* CPR Medical Staffing provides a comprehensive phone and face-to-face interviews as a standard part of our staffing services to you.

CPR Medical Staffing

Patricia Collins
Medical Search Specialist
Staffing Physician Offices

Providing expert staffing
services to doctor's offices
and medical facilities

Offering Clients

Candidates who are
*Qualified, Interviewed,
Prescreened, Referenced,
& Matched*
to your specification of
*Loyalty, Integrity, Stability,
and Dedication* with a
90 Day Guarantee
on every placement

CPR Offers a
Competitive Fee Structure.
Call for Our Rates!

Offering Candidates

A *Permanent Position*
with an
Outstanding client
from a large client base
including
*Professional, Personal
Representation*
with your needs in mind and
at *No Cost to You*
with the utmost
Confidentiality!

Offering \$100 Referral Fee
if you refer someone to us
and they are placed!

Serving the
metroplex since 1998

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Metro Fax 817-794-0908
pcollins@cprmedicalstaffing.com

Check Out Our Website!
www.cprmedicalstaffing.com

Getting the Job You Want

The Keys to Getting in the Door: (1) The contact and (2) the Resume

The Resume

- ✓ Format should be clean and easy-to-read
- ✓ Use 8 1/2 x 11 size stationary with matching cover letter and envelope
- ✓ Printed, not photocopied
- ✓ Easy to find and read contact information—name, address, phone#, email
- ✓ Chronological format. Most current job first and previous jobs after
- ✓ Emphasis on recent experience; less emphasis if over five years old
- ✓ Minimal personal information, if any
- ✓ Put references on a separate page to provide if asked
- ✓ Employers look for *job titles, employment history* and *specific skills*
- ✓ Include education level, school(s), course of study & accomplishments
- ✓ Use key words such as “CPT and ICD9 Coding”
- ✓ Use action words that match requirements of the job
- ✓ Check grammar, spelling and punctuation
- ✓ Check grammar, spelling and punctuation **CHECK IT TWICE!**

See next issue of [The Advocate](#) for Interviewing Tips

See last issue of [The Advocate](#) for Contact Tips



About CPR Medical Staffing

Patricia Collins, Medical Search Specialist, has over 11 years proven experience in the medical recruitment field and has staffed doctor's offices in the DFW metroplex since 1998. Patricia personally handles every aspect of the job search and match.

Larry Collins, Business Office Manager, with a background as University and College Professor has taught many current medical professionals in the areas of human anatomy and physiology. Larry provides expert administrative services.

Services You Can Count On

- ✓ Presenting an established, strong database of qualified, experienced and professional candidates for permanent placement in your medical office
- ✓ Offering a full 90-day guarantee on every placement; complete reference checks on current and past employment history; a criminal history and background check; and verification of licenses and education
- ✓ Conducting a comprehensive interview consisting of initial resume review, telephone interview and lengthy face-to-face interview. Each candidate is thoroughly evaluated to meet Client needs of qualification and appropriate fit within your office culture
- ✓ Maintaining complete confidentiality

As an expert recruiter, Patricia Collins conducts a complete search for the candidate meeting your specification through an established database of candidates acquired through many avenues such as: referrals, select advertisements, canvassing the medical community and other search and selection processes.