



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 Reference Checking

Reference checking* is an essential part of the selection process. References provide valuable information about a candidate's performance, helps you rank candidates, and assists in making your final decision. After completing all interviews, and prior to making a hiring decision and commitment, check the references of the final candidate(s). The following guidelines are offered to assist you in this process:

- ✓ You should state during the interview with a job applicant that references will be checked.
- ✓ Do not only rely on letters of reference or personal references provided by the applicant.
- ✓ A telephone reference check takes less time than a written reference check and usually more information is gained.
- ✓ Forms may not uncover negative information and employers may hesitate to put into writing what they may say in a conversation.
- ✓ Be prepared with a written list of job-related questions and be consistent in the questions asked. Questions concerning race, religion, national origin, ancestry, sex, sexual orientation, marital status, age, or disability cannot be asked. **(Call or e-mail our office for a set of recommended questions.)**
- ✓ When calling a candidate's reference, identify yourself and tell the reference about the position for which the candidate is being considered.
- ✓ To gain as much information as possible let the reference speak without interrupting. If the reference pauses in the conversation, it may mean he/she has other information they are hesitant to share. Get them to talk about everything that would be helpful, but only ask for information that will be used in the hiring decision.
- ✓ Ask only job-related questions and document all answers. Avoid questions that can be answered "yes" or "no." Ask for specific information – "Tell me about this person's attendance and punctuality."
- ✓ If the reference is reluctant to provide information, ask if he/she will verify the information read from the candidate's resume or employment application.
- ✓ One of the most important questions to get answered is if there is any reason the organization would not rehire the individual.
- ✓ Check multiple references whenever possible.

*** CPR Medical Staffing provides expert Reference Checking 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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Mid-Cities 817-266-1672
Metro Fax 817-794-0908
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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

Contacts

Personal referrals-someone you know may tell you about a job or help you connect with a hiring manager.

Newspaper Ads-a good way to see what is going on in your field.

Internet- connect with on-line communities in your area of interest-great for networking! Responding to posted jobs online or resume blasting rarely get you an interview or a job.

Internal promotions-the best company may be the one you are already working for!

Employment Recruiter-an employment recruiter can help promote you to your best advantage by emphasizing your strengths, helping you fine-tune your attributes and getting you before the decision-makers for the right positions.

The bottom line? The old fashioned way is the *best* way to get a job. *Call, follow-up and find out the bet way to get in front of a hiring manager.*

See next issue of [The Advocate](#) for Resume 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.

