



Service Company of the Harris County Medical Society

# Medserv

# Tools for completing your team

## Preparing to successfully complete your team

Before an opening is published, homework must be done to ensure there is an internal buy-in for every aspect of the position and the hiring process. Following the steps below will lead to attracting and successfully integrating quality staff in this highly competitive market.

**Determine the decision makers and interviewing team.** A disorganized interview process can deter great candidates, prolong the interview process, and cause the practice to miss out on the best candidates, who may accept employment elsewhere. Know the availability of each team member. Prearrange the order of who the candidate will meet along with the topics to cover.

**Prepare a list of daily, weekly, monthly and annual tasks.** This list is a practical tool to utilize throughout the interview and hiring process, including creating the job description, providing speaking points for the interviewing team, and as a guide for the employee's first day. Start by assessing the tasks and determine if any task should be eliminated, reassigned or added. Every vacancy is an opportunity to restructure a position and bring new skill sets onboard.

**Determine salary budget and ensure salary is competitive for comparable skill set.** Many online job boards provide salary information. After reviewing comparable salaries, adjustments may need to be made to the scope of responsibility for the new team member in order to stay within the budget.

**Prepare a customized job description highlighting key tasks and scope of responsibility.** The job description should be reviewed anew with every vacancy and re-evaluated. Tasks and competency requirements should not be carried over automatically. Determine new skill sets that could help meet new challenges for the practice. Whenever possible, the new employee should have a copy of the job description prior to receiving an offer.

**Prepare the offer letter.** Offer letters welcome the new employee to the practice. The letter outlines details on salary, benefits and work hours. It also provides information regarding the candidate's first day of employment and the introductory period. **Do not wait until the prospective employee is identified. Have it ready to go so that as soon as a hiring decision is made, an offer can be extended.**

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