



# Hiring for Healthcare



*Insights, interview questions,  
tips & tricks*



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It's all yours. You can help yourself to any of the job descriptions or letter templates in this guide. They're available in PDF form or if you prefer there's a link to a downloadable Word doc. Enjoy, customize and never face a blank page again!



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## Introduction

# Healthcare Industry Hiring Guide

**T**he future prosperity of the healthcare industry in the United States has been assured by three factors. The economic recovery, the fact that Americans are living longer and the increasing demands of the retiring generation of baby boomers. Combined with the shakeup called for by the Affordable Care Act, the landmark healthcare reform of recent years, the outlook is one of continued growth.

Demand for healthcare services is set to swell leading to a surge of job openings. Meanwhile, the pool of qualified candidates appears to be shrinking, leaving healthcare employers and external recruiters with an intensifying hiring crunch.

It will all come down to how employers manage the emerging gap between supply and demand.

### Healthcare in Numbers

- Every **8 seconds** a new beneficiary will be added to Medicare
- **One in 3** of total new jobs in the next decade in the US will be in healthcare
- The cost of a single hire in healthcare is just over **\$3,000**
- The unemployment rate is **3.9 percent** and falling.
- The quit rate was at **1.7 %** in early 2015.
- The number of physical therapists will expand by **36%** in the next decade.

## Recruiting hassles

The labor shortage is the single biggest barrier to the healthcare sector's growth and success. The industry continues to experience double-digit turnover rates, with some estimates putting the turnover at 30 percent for 2014. This puts significant additional pressure on to recruit replacements.

At stake are the regulatory and professional standards for patient care. High patient service quality, proper staffing in order not to overburden the retained staff and remaining profitable, are among the pressing concerns.

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### 1. Dip in supply



With two-thirds of employers expecting to have the same or more job openings in 2015, the most difficult part of the recruiting process lies in winning the talent race.

The intensity of the competition was illustrated an annual survey by the job board, Indeed. It found that four of its top [10 toughest positions to hire for](#) (measured by the time a



position remains unfilled) came from healthcare. Moreover, one third of the industry's advertised positions remain open for at least three months. [Research](#) by Wanted Analytics revealed the dearth of candidates, with Occupational Therapist positions getting only 8 candidates and Registered Nurses only 17.

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## 2. Turnover Rates



Staffing concerns are also fuelled by the high quit rate. This drives demand for replacement hires. As the US economy picks up, job opportunities rise which offers employees more alternatives to explore. [First year turnover](#) also remains higher than the all-industries average, indicating the need for strengthening in acquisition, onboarding and induction programs.

### 3. Skills gap



A damaging gap has emerged between the industry’s standard rates of pay and job seekers’ perceptions of the awards on offer, leading to the so-called “hiring hang-up”. On the employers’ side, candidates are perceived to be lacking in education and failing to stay current with medical and technological shifts. On the job seekers’ side, strict job requirements deter them from applying for positions above the entry level.

To address these issues employers are being called on to deploy these hiring tactics:

- Raise the minimum wage
- Increase access to on-the-job training
- Drive recruitment among recent college graduates
- Drive a return-to-work among recent retirees



## Top 10 jobs

Here's the health-related jobs that are projected to be among highest growth occupations in the next decade:

**1 Healthcare administrators** – \$65,600

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**2 Registered nurses** – \$65,470

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**3 Licensed practical and licensed vocational nurses** – \$41,540

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**4 Dental assistants** – \$35,640

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**5 Medical secretaries** – \$32,670

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**6 Medical assistants** – \$29,370

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**7 Pharmacy technicians** – \$29,320

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**8 Nursing assistants** – \$24,400

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**9 Home health aides** – \$20,820

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**10 Personal care aides** – \$19,910

## Hiring practices

Technological advancements have disrupted the way employers source and connect with candidates in healthcare. Social media, Applicant Tracking Systems ([ATS](#)) and digital marketing allow them to target “passive candidates” (potential recruits who are not actively seeking a new job) and applicants in new ways.

Job boards seem to be employers’ most effective means for reaching qualified candidates at the required scale while social media is also gaining in popularity. According to [LinkedIn’s 2015 Recruiting Trends Report](#) social professional networks are the fastest-growing source of quality hires globally. Almost half of the surveyed employers use LinkedIn, while 28 percent utilized Facebook and 12 percent use Twitter to advertise jobs, promote their employer brand and find passive candidates.

Healthcare hiring managers have also turned to employer branding and culture promotion to gain an advantage. To attract and retain staff, they purchase branded job postings and draft detailed job descriptions that include an overview of benefits and a sense of company culture.

The use of ATS's is also starting to become popular among healthcare recruiters, with almost all recruiting firms and most cooperations with an in-house recruiter adopting some form of ATS.

The smarter outfits are trying to mirror the communities they serve and deepening their pool of talent by hiring more diversely.



## Case Study - **Mayo Clinic**

Mayo Clinic has been getting it right for half a century. Their skilled and committed workforce has seen them included in Fortune's Best Places to Work list for 12 years running.

Mayo has put proper effort into hiring, training, developing, engaging and retaining its staff. Their physician turnover is less than 2 percent.

**Find out how they did it >>**

- Training every member of its personnel for at least 20hrs per year from technologists to heart and brain surgeons.
- Providing room for personal career development by having people rotate in positions and giving a push to the ones that show great leadership potential.
- Perks and benefits vary from a fitness classes, massages and subsidized lunches to offering \$3,000 of financial assistance and scholarships for dependents.

Mayo say what makes them special is how committed they are to a “**patient comes first culture**”. Brent Bultema, Mayo’s director of recruitment strategy, says “**we hire for core values and not just talent.**”

But how do you hire for cultural fit? The answer lies in a rigorous behavioral panel interview process which follows the [SHARE](#) model (situation, hindrances, actions, results, lesson learned). Sometimes they even schedule a three-day on site visit to evaluate candidates in real-time while they’re practising, teaching and talking about their science. When it comes to physicians a longer trial period is given.

With more than 2,000 jobs open at the moment, finding qualified candidates for the hard-to-fill roles can be tricky. To prevent its candidate pool from draining, Mayo has employed several approaches:

- A careers website with tips on how to get a job at Mayo
- A strong online presence on all social media that comes with the handle “Jobs at Mayo”.
- An active Talent Community whose members are the first ones to find out about a new opening and get useful career info by email.
- Hosting Open House events and participating in conferences.
- Having 5 schools in their education system from which they source their future hires.
- Using referrals to hire around 20% of their employees.
- Promoting from within
- Enhancing its position in the recruitment marketplace by promoting a powerful constantly evolving employer [brand](#).



All of the above don't necessarily succeed each time, but according Dr Berry, the target to "***Make a great investment upfront in trying to hire the right person the first time***" remains.

## Chapter 1

# Job Descriptions

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- 43 Spa Therapist



[Download in Word format](#)

## Case manager job description

This case manager job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### Job brief

We are looking for a Case Manager to enhance the quality of patient management, maximise satisfaction and promote cost effectiveness. The successful candidate will be accountable for the full patient care cycle and is expected to assess, plan, implement, monitor and evaluate actions required to meet the client's health and human services needed.

### Responsibilities

- Coordinate and provide care that is safe, timely, effective, efficient, equitable, and client-centered
- Handle case assignments, draft service plans, review case progress and determine case closure
- Help clients achieve wellness and autonomy
- Facilitate multiple care aspects (case coordination, information sharing, etc)
- Help patients make informed decisions by acting as their advocate regarding their clinical status and treatment options

- Develop effective working relations and cooperate with medical team throughout the entire case management process
- Arrange abeyances with social services, health and governmental agencies
- Take the extra mile and interact with patients to keep track of their progress and to ensure satisfaction
- Record cases information, complete accurately all necessary forms and produce statistical reports
- Promote quality and costeffective interventions and outcomes
- Assess and address motivational and psychosocial issues
- Adhere to professional standards as outlined by protocols, rules and regulations

## **Requirements**

- X+ years of experience in case management
- Proven knowledge of case management principles, healthcare management and reimbursement
- Previous experience with psychological aspects of care
- Effective communication skills
- Excellent organisational and time management skills

- Familiarity with professional and technical emerging knowledge
- Problem solving skills and ability to multitask
- Compassionate with teamwork skills
- Current license, certification or registration
- BS degree in related healthcare field

## Home health aide job description

This home health aide job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### Job brief

We are looking for a compassionate Home Health Aide to provide assistance in daily living and personal care services in patients homes in accordance with an established care plan.

### Responsibilities

- Provide health care services in patients residences
- Perform domestic and household tasks
- Transport and accompany patients to doctors office or to hospital
- Administer simple prescribed medications
- Assist with clients personal care activities
- Monitor patients (vital signs, temperature, respiration, etc) and report on their condition
- Maintain patients care records and document provided services

- Assist patients with mobility and physical therapies/ exercises
- Instruct and counsel patients and families on diet and exercise
- Collect routine specimens
- Provide companionship and basic emotional or psychological support

## **Requirements**

- X+ years of experience as home health aide
- Ability to monitor vital signs and to collect specimens
- Familiarity with basic nutrition and personal hygiene standards
- Proficiency in English
- Nursing and health care administration skills
- Caring and compassionate personality
- Current CPR certificate
- First Aid training
- Valid driver's licence
- High school degree

## Lab assistant job description

This lab assistant job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### Job brief

We are looking for a responsible lab assistant to carry out sampling, testing, measuring, recording and analysing in cooperation with the rest of the lab team. The successful candidate will have experience in a laboratory environment and accuracy in order to extract reliable and valid results.

### Responsibilities

- Perform laboratory tests including pre and postanalytic phases
- Prepare samples/specimens
- Produce accurate and reliable data and interpret results
- Follow methodologies in carrying routine tasks
- Research relevant topics and gather information/data
- Adhere to correct procedures, policies and health/safety guidelines



- Keep abreast of all industry developments and best practices
- Document all activities, record results and insert/retrieve data
- Maintain work area and equipment
- Provide administrative assistance

## **Requirements**

- X+ years of experience as a lab assistant
- Familiarity with automated laboratory equipment
- Computer literacy and experience with Laboratory Information Systems
- Accuracy and close attention to detail
- Strong analytical judgement
- Current licence or relevant certification
- BS degree in Medical Technology, Biology or related field

## **Medical assistant job description**

This medical assistant job description template is optimised for posting in online job boards or careers pages and easy to customise for your company.

### **Job brief**

As a Medical Assistant you will be responsible for providing administrative support to ensure efficient operation of the medical office/hospital. You will support doctors and patients through a variety of tasks related to patient care management, organization and communication.

The target is to complete all activities accurately, with high quality and in a timely manner.

### **Responsibilities**

- Interview patients and document basic medical history
- Organize and schedule appointments
- Update and file medical records and insurance reports
- Arrange hospital admissions and laboratory services
- Check with patients and type up patients charts
- Assist during medical examinations

- Produce and distribute correspondence memos, letters, faxes and forms
- Handle receivable and payable accounts and keep financial records
- Prepare and clean treatment rooms and medical instruments

## **Requirements**

- X+ years of experience as a medical assistant
- Knowledge of medical office management systems and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Social perceptiveness and service oriented
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office and patient management software
- Degree in medical assistance

## **Nurse job description**

This nurse job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### **Job brief**

We are looking for a qualified registered nurse to promote and restore patients' health. You will work with a variety of patients and you will provide direct nursing care along with physical or psychological support when required.

### **Responsibilities**

- Identify patients' care requirements, focus on their needs and act on them
- Nurture a compassionate environment by providing psychological support
- Resolve or report on patients' needs or problems
- Prepare patients for examinations and perform routine diagnostic checks (monitor pulse, blood pressure and temperature, provide drugs and injections etc)
- Monitor and record patient's condition and document provided care services
- Treat medical emergencies

- Administer workloads
- Follow care regulations and standards
- Work within and cooperate with a multidisciplinary team

## **Requirements**

- X+ years of nursing experience
- Familiarity with professional and technical emerging knowledge
- Problem solving skills and ability to multitask
- Compassionate with good communication skills
- Excellent teamwork skills
- BS or diploma in nursing

# Occupational therapist job description

This occupational therapist job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

## Job brief

We are looking for a committed and patientfocused Occupational Therapist to develop, recover or maintain the daily living and work skills of people with physical, mental or developmental conditions.

You will offer effective and clientcentered services that will enable people to confidently and independently carry out everyday tasks or activities. The successful candidate will have an holistic perspective and will be able to adapt the environment to fit the person.

## Responsibilities

- Address client's aspects of performance to support engagement in occupations that affect health, wellbeing and life quality
- Select and adapt the appropriate per case occupational therapy treatment model, method and approach to direct the process of interventions
- Apply interventions to maximise safety and performance

in activities of daily living (ADL) and instrumental activities of daily living (IADL)

- Teach clients new ways of approaching tasks and educate them on how to break down activities into achievable components
- Assess client's home and other environments and advice on alterations consistent with their needs and capabilities
- Recommend adaptive equipment and train in its use
- Guide and educate family members and caregivers
- Observe, note, and report on progress of long and short term treatment goals
- Collect data and document processes followed
- Regularly followup client

## **Requirements**

- X+ years of experience as occupational therapist
- Excellent knowledge of principles and practices of occupational therapy
- Handson experience with computer programs and creative media
- Familiarity with ADLs evaluation tools ( e.g. Katz ADL scale, Lawton IADL scale)

- Ability to manage patients with different types of personalities
- Current knowledge of treatment practices per discipline and drive to continually learn and grow in the profession
- Professional behaviour
- Excellent interpersonal communication skills
- Valid licence to practice occupational therapy
- BS degree or greater in occupational therapy



## Physician assistant job description

This physician assistant job description template is optimised for posting in online job boards or careers pages and easy to customise for your company.

### Job brief

We are looking for a qualified Physician Assistant to promote and restore patients' health. You will practice medicine under the direction of a physician and you will work with a variety of patients providing direct medical care along with counseling.

### Responsibilities

- Identify patients' care requirements, focus on their needs and act on them
- Order treatments and prescribe medication
- Nurture a compassionate environment by providing moral support
- Resolve or report on patients' needs or problems
- Obtain medical histories and diagnose diseases
- Monitor and record patient's condition and document provided care services

- Treat medical emergencies
- Assist in surgeries
- Prepare patients for examinations and perform routine diagnostic checks (monitor pulse, blood pressure and temperature, provide drugs and injections etc)
- Administer workloads
- Follow medical care regulations and standards
- Work within and cooperate with a multidisciplinary team

## **Requirements**

- Proven working experience as a physician assistant
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation
- Familiarity with professional and technical emerging knowledge
- Problem solving skills and ability to multi-task
- Compassionate with good communication skills
- Excellent teamwork skills
- BS/MA in Physician Assistant Studies, Health Science or Medical Science

# Pharmaceutical sales representative job description

This pharmaceutical sales representative job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

## Job brief

We are looking for a competitive pharmaceutical sales representative who can thrive in a fast-paced business environment. You will act as the key link between our company and healthcare professionals and you will aim at meeting sales targets.

The goal is to increase the visibility and awareness of our company's pharmaceutical and medical products and maximize sales growth.

## Responsibilities

- Assess clients needs and present suitable promoted products
- Liaise with and persuade targeted doctors to prescribe our products utilizing effective selling skills and performing costbenefit analysis
- Provide product information and deliver product samples

- Attend sales meetings, conference calls, training sessions and symposium
- Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message
- Build positive trust relationships to influence targeted group in the decision making process
- Monitor and analyze data and market conditions to identify competitive advantage
- Keep accurate records and documentation for reporting and feedback
- Pursue continuous learning and professional development and stay up to date with latest medical data

## **Requirements**

- X+ years of pharmaceutical sales experience
- Familiarity with databases, statistics, product lines and latest medical issues
- Knowledge of MS Office
- Excellent communication, negotiation and selling skills
- Highly motivated and target driven with a proven track record in sales
- Strong organisational and time management skills
- BS degree in relevant field

## Physical therapist assistant job description

This physical therapist assistant job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### Job brief

We are looking for an educated and licensed Physical Therapist Assistant to help patients improve their mobility and move forward. You will work closely and under the direction of the physical therapist, treating patients with medical problems or other conditions that limit their ability to move or perform functional activities.

### Responsibilities

- Implement selected components of care and interventions in a technically competent manner
- Instruct and counsel patients effectively in exercises
- Identify patient's needs and exhibit compassion, caring, and empathy to individual differences
- Recommend options, courses of action or modifications in selected treatments ensuring patient's progress, safety and comfort

- Apply the latest research related to restoring function, reducing symptoms frequency, and preventing injury
- Complete documentation to support the delivery of physical therapy services
- Perform selected data collection and obtain accurate information
- Measure performance and report on patient's medical record
- Participate in patient status judgments
- Adhere to ethical and legal standards
- Ensure continued competence and updated field knowledge

## **Requirements**

- X+ years of experience as physical therapist assistant
- Excellent knowledge of physiology best practices and standards
- Hands on experience with therapeutic exercises, functional training and physical modalities
- Ability to communicate and instruct effectively
- Health care administration and documentation skills
- Licence to practice or relevant certification
- Associate or BS degree in PTA

## Physical therapist job description

This physical therapist job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### Job brief

We are looking for a committed Physical Therapist to act as the patient's partner throughout the journey of restoring motion and ensuring that the client will function at his personal best. You will maximise the quality of life and movement potential within the spheres of promotion, prevention, diagnosis, treatment or intervention, and rehabilitation.

### Responsibilities

- Identify and meet patients' goals and needs
- Offer costeffective treatments that help improve clients' motion and mobility
- Reduce the need for medications and provide alternatives to surgery
- Develop care plans using a variety of treatment techniques
- Create fitness and wellnessoriented programs tailored to patients' specific needs
- Provide quality, personalised and evidencebased care and proven interventions

- Motivate patients during treatment in order to help them function optimally
- Promote clients' healthy lifestyle by improving strength, flexibility, balance, and coordination
- Consult and practice with other health professionals
- Evaluate effects and monitor and communicate progress
- Document patient care services

## **Requirements**

- X+ years of experience as physical therapist
- Intensive education and clinical expertise
- Ability to manage patients with different types of personalities
- Current knowledge of treatment practices
- Drive to continually learn and grow
- Professional behaviour
- Excellent interpersonal communication skills
- Valid licence to practice physical therapy
- Graduate degree or greater in physical therapy



## Social worker job description

This social worker job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### Job brief

We are looking for an emotionally intelligent social worker to act as advocate and help people foster their capacities and coping mechanisms in order to improve and better their daily lives and experiences, within specified standards and timescales.

### Responsibilities

- Plan, coordinate, manage and implement support packages to help clients deal with difficulties and overcome dependencies
- Interview service users and assess their current condition, needs, strengths and weaknesses
- Address each case as a unit and set tailored measurable goals
- Monitor and evaluate clients' progress and modify treatment plans accordingly
- Offer information and counseling on the best course of action during sessions

- Maintain accurate records and report on clients' status
- Attend case conferences and provide evidence in court
- Act as a keyworker and cooperate with multidisciplinary teams
- Refer clients to community services to help them in recovery

## **Requirements**

- X+ years of experience as a social worker
- Working knowledge of social theories and practices
- Social perceptiveness and empathy
- Ability to build and maintain professional helping relationships
- Ability to relate and communicate with diverse population and groups
- Resilience along with ability to assess situations
- Willing to submit to background checks
- BS degree in social work, psychology or sociology

## Spa therapist job description

This spa therapist job description template is optimized for posting in online job boards or careers pages and is easy to customize for your company.

### Job brief

We are looking for a qualified spa therapist to provide professional and engaging wellness therapies and massage treatments to our clients. You will offer a full range of treatments to fulfill different client needs and objectives.

### Responsibilities

- Deliver a variety of spa services (body treatments, massages, facials, waxing, manicure/pedicure) in a safe and comfortable manner
- Maintain equipment and sample inventory of products
- Keep documentation and maintain clients files
- Keep a clean and stocked room
- Acknowledge and respond to relevant customer queries, needs and expectations
- Suggest and promote retail products or additional services
- Uphold hygiene standards and follow health and safety regulations

- Cooperate with and report on administration on any arising issues
- Apply best practices and be up to date with market trends

## **Requirements**

- X+ years of relevant experience
- Hands on experience in massage techniques, manicures, pedicures, waxing and face/body therapies
- Experience in sales will be considered an asset
- Excellent knowledge of English language
- Communication and customer service skills
- Positive attitude
- User level computer skills
- Degree or current licence in aesthetics or physiotherapy



## Chapter 2

# Healthcare Interview Questions

## How to conduct an interview

Go beyond stock questions and get to the heart of the matter. Finding your next great team member is easy with purposeful conversations that reveal meaningful information. Your goal is to get a glimpse of how well your candidates know your industry, how eloquently they speak about their experience, and what they learned from it.

## Healthcare questions

☑ Ask candidates to describe a situation where they gave bad news to a patient. What did they say? How did patients react? This question will tell you about your candidates' "bedside manner" and customer service skills.

✔ Ask candidates to describe a situation where they documented the wrong information. What steps did they take to correct the error? What was the outcome? Pay attention to your candidate's logic and commitment to accuracy.

✔ Ask candidates to describe a time they made a difficult decision with their colleagues. What did they contribute to the conversation? What was the outcome? Note their communication skills, ability to work under pressure, and ability to work with a team.

✔ Ask candidates which technical skills from their coursework are the most relevant skills for this job. Have them explain their answer. You'll get a sense of their command of these skills, and how well they understand the practical applications of their education.

### **General but essential questions**

Time to get personal. Here, you're working towards a solid grasp of your candidates' ambitions and motivations for getting the job. In this light, the questions they ask will be far more important than the questions that you ask. This is a great opportunity to clarify any doubts or misunderstandings they have about the position.

✔ Ask candidates to describe their responsibilities at their previous job and to describe the team they worked with. Ideally, they're able to clearly and concisely articulate their work within the context of their team and organization.

✔ Ask candidates what their co-workers would say about them. Combined with information from their reference checks, this question will show you how well they work with others and how well they will integrate into your organization.



**Pro Tip:** Read between the lines. Do they speak positively about their co-workers? Do they ask spontaneous questions? Would you want to work with them? If so, why?

## What not to ask in an interview

Don't be that guy. Don't ask questions that are offensive, discriminatory, potentially litigious, and downright illegal. Employers are prohibited from asking questions that request personal information that is protected by law. To keep it legal, avoid the topics below



## Touchy Topics

⊗ Age

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⊗ Children

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⊗ Disability

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⊗ Marital Status

---

⊗ Nationality

---

⊗ Race

---

⊗ Religion

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⊗ Sexual Orientation

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More information on prohibited employment practices can be found here:

[www.eeoc.gov/laws/practices](http://www.eeoc.gov/laws/practices)

**If you're tempted to ask a question about these matters,** think twice. For logistical purposes, you need to know if your candidate is legally permitted to work in this country, not what country they're from. You need to know if your candidate is available to travel, not if they have children. Ask only what you need to know, not what you think contains the answer.

Here's a useful list of legal alternative questions:  
[www.hrworld.com/features/30-interview-questions-111507](http://www.hrworld.com/features/30-interview-questions-111507)

## Chapter 3

# Healthcare Offer & Rejection letters

Tried and tested templates that you can quickly adapt for offer or rejection letters



**Download in Word format**

## Offer Letter Template

Dear [Applicant Name],

We're delighted to extend this offer of employment for the position of [Position] with [Company Name]. Please review this summary of terms and conditions for your anticipated employment with us. If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date and you would report to [Supervisor Name]. We look forward to adding you to our team.

### Hours and Compensation

This is a [Full-time/Part-time/Seasonal] position requiring approximately [Hours per Week] hours per week. Your compensation package includes base pay and the following:

- Standard benefits package (list benefits here)
- Generous paid time off
- Professional growth assistance
- Tuition reimbursement
- Wellness program
- Childcare options

You may indicate your agreement to these terms and accept this offer by signing and dating this agreement by [*Offer Expires On*]. Upon your acceptance of this employment offer, [*Company Name*] will provide you with the necessary paperwork and instructions.

Sincerely,

[*Sender Name*]

**Signatures:**

.....  
COMPANY REPRESENTATIVE (SIGN)

.....  
COMPANY REPRESENTATIVE (PRINT)

.....  
DATE

.....  
APPLICANT (SIGN)

.....  
APPLICANT (PRINT)

.....  
DATE

## Rejection letter template

Dear [*first name*],

We really appreciate your interest in [*company name*] and the time you've invested in applying for the [*role title*] opening. It was a highly competitive process and after reviewing your application, we regret to inform you that we have decided not to move forward.

We will be advertising more positions in the coming months. We hope you'll keep us in mind and we encourage you to apply for the ones you find interesting and consider yourself qualified for.

We wish you good luck with your job search and professional future endeavours.

Sincerely,

[*Sender's name and job title*]



## Chapter 4

# Hiring Resources

## Recruiting Resources

Ready to recruit? Prepare and promote your job descriptions with these resources.

Find salary information for positions across the healthcare industry on Glassdoor ([www.glassdoor.com](http://www.glassdoor.com)). Then, use Workable ([www.workable.com](http://www.workable.com)) to manage your hiring process and post to several job boards at once. Here's some job boards you might want to look into.



## **Free job boards**

- CareerBuilder - [www.careerbuilder.com](http://www.careerbuilder.com)
- Indeed - [www.indeed.com](http://www.indeed.com)
- SimplyHired - [www.simplyhired.com](http://www.simplyhired.com)
- Glassdoor - [www.glassdoor.com](http://www.glassdoor.com)
- Trovit - [job.trovit.com](http://job.trovit.com)
- JobRapido - [us.jobrapido.com](http://us.jobrapido.com)
- Recruit.net - [usa.recruit.net](http://usa.recruit.net)
- JobIsJob - [www.jobisjob.com](http://www.jobisjob.com)
- US.Jobs - [us.jobs](http://us.jobs)
- JobInventory - [www.jobinventory.com](http://www.jobinventory.com)
- CareerJet - [www.careerjet.com](http://www.careerjet.com)
- ZipRecruiter - [www.ziprecruiter.com](http://www.ziprecruiter.com)

## **Premium job boards**

- LinkedIn - [business.linkedin.com/biz/talent-solutions/advertise-jobs](https://business.linkedin.com/biz/talent-solutions/advertise-jobs)
- Monster.com - [www.monster.com](http://www.monster.com)
- SimplyHired - [www.simplyhired.com](http://www.simplyhired.com)
- HEALTHeCAREERS Network - [www.healthcareers.com](http://www.healthcareers.com)
- HealthJobs Nationwide - [www.healthjobsnationwide.com](http://www.healthjobsnationwide.com)
- Career Vitals - [www.careervitals.com](http://www.careervitals.com)
- Healthcare Jobsite - [www.healthcarejobsite.com](http://www.healthcarejobsite.com)
- Healthcare Source - [jobs.healthcaresource.com](http://jobs.healthcaresource.com)
- MedZilla - [www.medzilla.com](http://www.medzilla.com)



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