

Hiring Strategy Questionnaire



BY VSP GLOBAL®

Prior to your consultation with your Talent Acquisition Expert, please provide the detailed information below. This information will help craft a personalized job ad that represents your practice style to target the right candidate for the job.

ABOUT YOUR PRACTICE Describe your business

YOUR PRACTICE NAME

YOUR PRACTICE WEBSITE

YOUR PRACTICE ADDRESS

- Include geographical advantages, such as: highways, bus routes, nearby landmarks, neighboring stores and attractions

PRACTICE CONTACT FOR HIRING

- Name and title
- Best day/time/way to reach you

YOUR PRACTICE HISTORY

- Date/year opened, by who, why
- Date/year joined Premier Program, why

YOUR PRACTICE TODAY

- # of patients seen per day
- Hours of operation
- Specialties (full service, pediatrics)

YOUR PRACTICE SETTING

- Casual or formal
- Urban or rural
(medical complex, shopping mall)

YOUR PRACTICE CULTURE

- What is it like to work here
- What makes your practice unique
- What makes your practice successful
- What do your patients say
- What do your employees say

PRACTICE GOALS

- Short-term goals, now to 5 years
- Long-term goals, beyond 5 years
(maintaining size/growing/selling)

WHY WOULD SOMEONE WANT TO JOIN YOUR PRACTICE?

ABOUT THE ROLE Describe the job opening at your practice**JOB TITLE****JOB RESPONSIBILITIES**

- Attach job description or describe what this role is responsible for

JOB SPECIFICATIONS

- # of weekly hours, time/day of shift, travel, weekend hours, overtime

MINIMUM QUALIFICATIONS

- Knowledge, skills, education, certifications, and experience required to qualify for this role

SOFT SKILLS FOR SUCCESS

- Skills that make a candidate most competitive (communication, organization, leadership, etc.)

COMPENSATION PACKAGE

- Targeted salary range
- Relocation Reimbursement (if offered)
- Benefits and bonuses
- Other perks (conference attendance, education reimbursement, potential to become a partner)

DO YOU CONDUCT CRIMINAL, DRUG, AND LICENSURE CHECKS?

- If yes, which ones?
- If no, would you like to use VSP's complimentary service?

**WHY WOULD SOMEONE WANT THIS JOB?
WHY SHOULD THEY APPLY?**

ABOUT THE TEAM Describe the team at your practice

TEAM DYNAMIC

- # of employees/roles
- Personalities/team style
- Practice traditions, celebrations, occasions

TEAM SUCCESS

- What makes your team successful
- What does success look like for your team

TEAM CHALLENGES

- What are your team challenges

TEAM PHOTO

- Please provide a photo of your practice/team