

# 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