



CHECK LIST

Job interview and contract negotiation

Pre-interview

- Research and [evaluate the prospective employer](#)
- Research the geographical area and market
- Research compensation

[Salary.com](#) notes (date: ____/____/____):

- [Medscape's physician compensation report](#) (login required) notes (date: ____/____/____):

- Know the purpose and types of [letters of intent](#)
- Print several copies of your [updated CV](#) to bring to interviews
- Prepare specific, well-informed questions to ask during interviews

Interview questions: Round one

1. _____
2. _____
3. _____
4. _____
5. _____

Interview questions: Round two

6. _____
7. _____
8. _____
9. _____
10. _____

During the interview

- Be a good listener
- Be truthful
- Ask the questions you prepared in advance
- Do not sign a letter of intent prior to [attorney](#) review

Continued on next page.

Preparing to negotiate

- Review [negotiation basics](#)
- Identify your top [three to four most important issues](#)

1. _____
2. _____
3. _____
4. _____

- Identify six or seven secondary issues

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

- Try to avoid making the first offer
- Generally, do not accept the first offer
- Be reasonable
- [Hire an attorney](#)