



# Example of Physician Recruiter Job Description

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Our company is looking for a physician recruiter. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for physician recruiter

- Develops and manages temporary employee, internship, and volunteer staffing programs
- Develops and manages on-campus and off-site recruitment programs including job fairs, trade shows, and media presence
- Implements and manages physician candidate tracking systems
- Maintains data on recruitment activities, applicant flow, interviews, and recruitment results to maintain accurate and comprehensive files such as candidate records, internal and external reports and correspondence
- Prepares and analyzes statistical reports and other data to monitor candidate flow, selection, and turnover, and inform market CEO and hospital CEOs and/or liaisons at the hospital in the market
- Participates in the training of new staff members
- Works with PAFMG or SEBMG physicians to obtain practice profile information, identify skills, credentials and cultural needs of the department to tailor recruitment plan to ensure successful placement of candidates
- Effectively source candidates using several avenues including internal applicant tracking database, residency program relationships, advertisements and attendance at identified job fairs and conferences
- Effectively utilizes the identified applicant tracking system to enter all active candidates
- Reviews and pre-screens resumes received based on pre-determined qualification requirements

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- Vets candidates that appear to match the criteria of PAFMG or SEBMG and the department by using telephone screen tool and meeting candidates in person
  - Shepherd candidates through the interview process and keep candidates informed on "next steps."
  - Manage candidate's progress through the recruitment process and updates physician leadership regarding status
  - 2+yrs experience in physician recruiting or equivalent physician/healthcare experience
  - Previous credentialing and onboarding experience and knowledge desired
  - Proficiency with CRM or Applicant Tracking System a plus