



Example of Physician Recruiter Job Description

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Our company is looking to fill the role of physician recruiter. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for physician recruiter

- Actively participates and contributes to process improvement strategies and projects within the Recruiting Team the Human Resources Team
- Discusses the Risk Management process with new hires during the contracting phase
- Oversees training of new recruiters
- Prepares monthly reports for recruitment activity, including all relevant activity
- Develop and maintain a clear understanding of EMR, Epic and Dragon terminology, industry trends
- Meet daily required metrics for conducting candidate interviews and Skype meetings
- React to new requisitions quickly (post positions on LinkedIn groups, post personal LinkedIn update, post on Indeed, search LinkedIn for qualified candidates, search Indeed and other free sites for candidates, send mass email to all candidates who are qualified (or may be connected to qualified candidates) from MSP
- Monitor new applicants in MSP daily
- Review resumes to narrow down candidate pool
- During initial interview, provide overview of PTP

Qualifications for physician recruiter

- High-volume and/or healthcare recruitment experience preferred
- Normal physical demands include dexterity sufficient to operate PC and

- Requires 1-3 years of similar experience
- Healthcare and high-volume experience highly preferred
- Understanding of current federal/state regulations related to employment