

Career Opportunity Checklist

Searching for the right employment opportunity can be one of the most exciting and difficult decisions of your career. In addition to evaluating work setting features you will also need to consider personal lifestyle preferences for yourself, and possibly, for other members of your family.

Start by asking your self the following questions, then complete the checklist.

- What type of geographic setting is ideal for my life and practice?
- Am I comfortable with the typical compensation in that region?
- Do I have a solid grasp of the pros and cons of each type of practice setting?
- Have I prioritized my life and work needs?
- Do I know what compromises I am willing to make?

This checklist is designed to help you in the decision-making process. Check those topics in the first column that are important to you and to others who will be affected by, or will be a part of, your decision. Use the following columns to compare your top four opportunities. Put a plus (+) or minus (-) sign to indicate whether the career opportunity met your needs.

Personal	Important to me/others	Job Opportunity	Job Opportunity	Job Opportunity
Familiarity with community				
Weather				
Proximity to outdoor recreational amenities				
Availability and number of social activities				
Proximity and availability of social outlets (restaurants, shops, theaters, museums, etc.)				
Schools (public, private, post-secondary)				
Population numbers				
Population demographics				
Cost of living				
Housing availability				
Appropriate housing/neighborhood options				
Safety				
Crime rate				
Work opportunities for spouse/others				
Peer group for spouse/others				
Educational opportunities for spouse/others				
Obligations vs autonomy for spouse/others				
Religious/political/social belief acceptance				
Access to preferred religion				
Special needs accommodations				
Other				
TOTAL				

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Professional	Important to me/others	Job Opportunity	Job Opportunity	Job Opportunity
Organization of practice: private hospital or community-based, HMO, non-profit				
Type of practice: solo, partnership, group				
Workplace culture of practice				
Management philosophy				
Length of orientation				
Voice in practice policies/management				
Number of specialties in practice				
Quality/expertise of practice staff				
Turnover rate of staff				
Medical records capabilities				
Fee schedule				
Practice facilities/technology/equipment				
Daily patient count				
Hospital size/bed count				
Facility relationship with community				
Clinics/other facilities requiring coverage				
Skill/availability of clinic/other staff				
Call frequency: nights/weekends				
Size/type of call coverage group				
CEU activities/availability				
Types/availability of patient education programs				
Population demographics				
Patient demographics				
Overall health of community				
Trends in population				
Compensation/salary				
Availability of clinical supervision				
Benefits: time off, vacation, holidays, insurance, retirement, CEUs, etc.				
Other				
TOTAL				

Which job opportunity scored highest (greatest number of + signs)? _____

Can you be flexible on the points that did not receive a + sign? _____