

Keeping the Lines of Communication Open

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You're getting to the end of your training or you've been in the same place for a while, and you're ready for a change. Either way, it's time to take the leap – you're starting to look for jobs. You excitedly pour over the possibilities, determining your “must haves” and “should haves” for a new position. Finally you've done it; you've submitted your CV to a group of potential employers you can see yourself joining in the future! ...and now it's time to wait...

Do you know what will make this wait time a lot shorter and more bearable? If you know that your potential employers have a reliable way to reach you! Sounds like common sense, right? But there are a few little details we often forget to consider when actively applying for jobs. Run through the five-point checklist below often while applying for jobs to make sure you're able to be reached when that perfect opportunity comes along!

1. Make sure your voicemail is set up and sounds professional.

Remember when you got a new cell phone and were in such a hurry to use it that you figured you'd set up your voicemail later? Now's the time! No one likes to hear an automated voice say, “I'm sorry, but the person you called has a voice mailbox that has not been set up yet; goodbye!” Make sure to record a personalized, professional message that states your name and/or number, so potential employers are confident the message will get directly to you, the applicant they are eager to speak with! This is a quick and easy way to sound polished and professional without even speaking to a hiring authority.

Side note: Once you've set up your voicemail, make sure you actually listen to your messages – They may be important job calls!

2. Clear your cell phone's voice mailbox and your email address's inbox.

Do you know what else no one likes to hear after the phone stops ringing? An automated voice say, “I'm sorry, but the mailbox is full and cannot accept any voice messages at this time.” What's just as bad? An email bounce-back that reads, “This inbox is full and cannot hold any more content at this time.” Given your unbelievably busy schedule, chances are that a hiring authority will be getting your voicemail or sending you emails from time to time (if not incredibly often!). Make sure you keep up with deleting voicemails and emails you no longer need. This is so easy to forget to do, but it makes such a huge difference! You don't want to miss valuable information about a potential job just because there isn't enough space for a message. You also don't want to seem disorganized and overwhelmed by having a voice mailbox or inbox that is perpetually overcrowded.

3. Check your spam/junk email folder.

Are you not seeing that email you've been waiting for? Often, emails from unfamiliar, especially institutional, email addresses will be sent immediately to your spam or junk email folder, so make sure you check it regularly. Don't wait until a month has passed since you were expecting to hear something to take a peek inside. Look at your spam folder weekly, if not daily, to stay on top of things. It's easy for an incredibly important email to slip through the cracks if you aren't keeping an eye out for it any way it may come!

4. Save everyone relevant to your job search in your contacts.

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Every time you speak to someone about a job, save the phone number and/or email address to your contacts. Recruiters? Save them. Practice managers? Save them. Doctors at potential places of employment? Save them. This is advantageous for three reasons. First, this makes their emails less likely to hide in that pesky spam folder we already discussed. Second, you'll know who is calling and be able to get in the right frame of mind before you answer the phone. It will be much easier to sound professional and prepared to discuss an opportunity if you know who to expect on the other end of the line. Third, it will be much easier for you to reach out to them. If you have to return a call or want to check in, you won't have to go searching for their phone number or email address – It will be easily accessible and ready to go!

5. Set up auto-replies for your email and phone.

If you're not going to have access to your email for a few days, because you're traveling, presenting at a conference, visiting family out of the country – whatever! – set up an out of office reply email. If potential employers email you and don't hear back quickly, they may assume you are disinterested; however, if they receive an out of office reply, a delayed response is easily explained! In addition, most cell phones now allow you to create a custom text message response for when you can't answer a call. This is perfect for when you're with patients in the clinic, doing rounds, or catching five minutes of valuable sleep during your call week! You appear much more professional and communicate much more clearly when you send an autoreply quickly stating what you're up to (e.g., "With a patient – talk later,"), than you do when you answer in a flustered rush asking whoever is on the other end of the line to call back later. Take the time to set up a few of these responses, so they're ready to go when the phone rings at an inopportune moment!

Sound easy enough? I thought so!

Now get out there, apply for some jobs, and keep the lines of communication open!

And remember, if you ever have any questions regarding any of this information, please feel free to contact me or anyone on our recruiting team!

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