



BerbeeWalsh Department of
Emergency Medicine

New Clinician Recruitment & Orientation

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November 2022



Welcome

AGENDA



Orientation

check in



WARNING

A Little Background About Me

HISTORY LESSON AHEAD

**Mike
Works
Online**

Madison/Milwaukee 1980-1991

Madison/Milwaukee 2006-present





Yale University
Molecular Biophysics & Biochemistry



Yale University
School of Medicine

Yale SCHOOL OF
PUBLIC HEALTH



Harvard Affiliated Emergency Medicine Residency

The MGH
Administrative
Fellowship

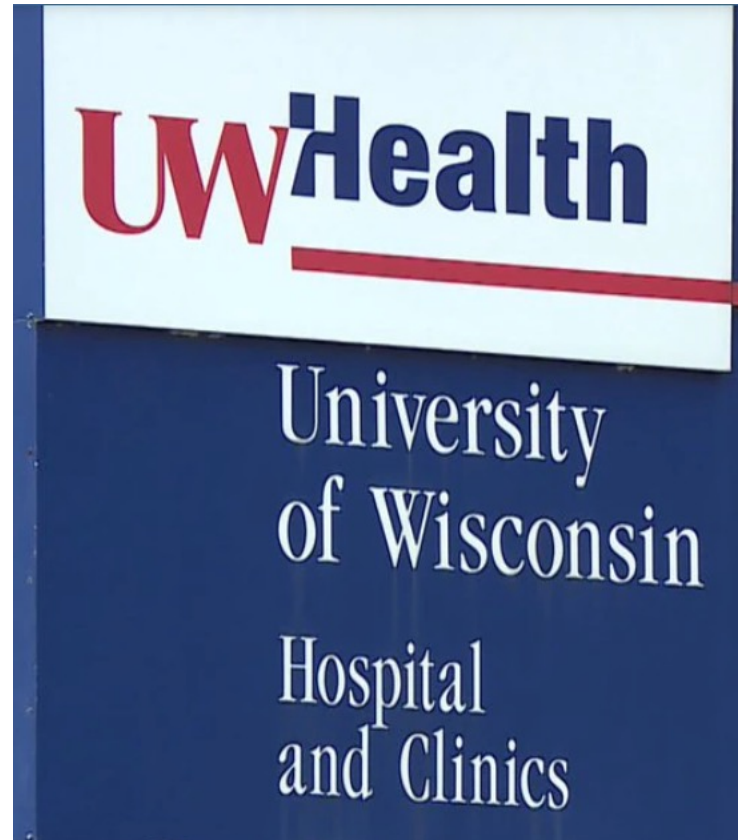


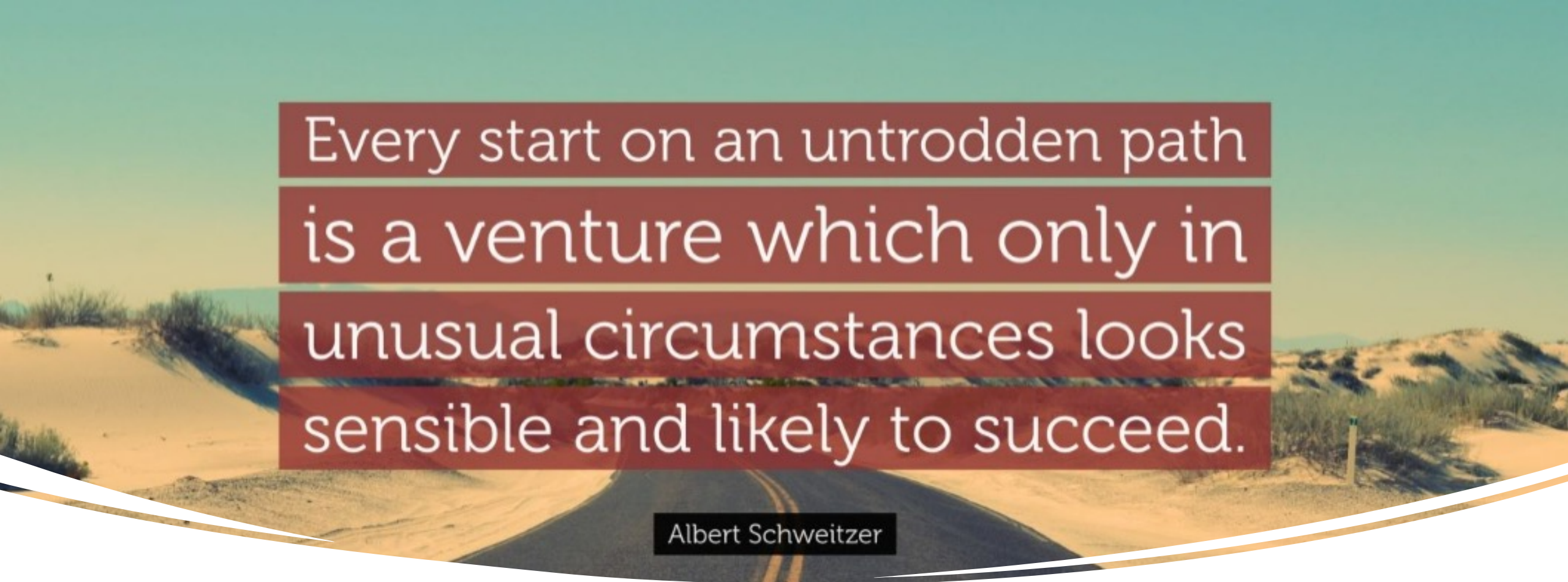
MASSACHUSETTS
GENERAL HOSPITAL



Now 17 / 18 years old

2006





Every start on an untrodden path
is a venture which only in
unusual circumstances looks
sensible and likely to succeed.

Albert Schweitzer

2009 – Division Chief

- **Only woman**
- **Youngest person**
- **Least tenure with the group**



Emergency Medicine

Berbee Walsh Department of Emergency Medicine



HIRE
GREAT
PEOPLE!

Tried and True



The Right People on the Bus



The Right People on the Right seats

The Wrong People off the Bus



DISCLAIMER



breaking down the
12 steps

- **#1 Advertise your position**
- **#2 Respond to inquiries same day**
- **#3 Forward CV/cover letter to admin for tracking**
- **#4 Pace your availability with your interest**
- **#5 Interview Screen Everyone**
- **#6 Interview all good applicants**
- **#7 Hand over Logistics to Admin**
- **#8 Try to be the Last to Go**
- **#9 Follow the Interview Recipe**
- **#10 Reach Out to References**
- **#11 Facilitate Group Discussion**
- **#12 Make the Hiring Decision**

We're HIRING !



1st Advertise your Position

many
firms....

What type of firm
is best for our
recruiting needs?





EMA JOB LINK

SAEM HOME EMPLOYERS JOB SEEKERS

American College of
Emergency Physicians®
ADVANCING EMERGENCY CARE

Annals of Emergency Medicine
An International Journal

VOLUME 80 NUMBER 5 NOVEMBER 2022

50 YEARS
1972 2022

THE PRACTICE OF EMERGENCY MEDICINE	TRAUMA
922 How Are Patient Order and Shift Timing Associated with Imaging Choices in the Emergency Department? Evidence From Nigeria Health Administrative Data <i>S. Simic, et al.</i>	432 A Randomized Study of Intravenous Hydromorphone Versus Intravenous Acetaminophen for Older Adult Patients with Acute Severe Pain <i>S. Kelli, et al.</i>
401 Qualitative Evaluation of Quality Measurement Within Emergency Clinician-Staffed Telehealth Programs <i>DC Whithead, et al.</i>	440 Machine Learning in the Prediction of Trauma Outcomes: A Systematic Review (Systematic Review/Meta-Analysis) <i>T. Zhang, et al.</i>
408 The Challenge of Developing Quality Indicators Across the Increasing Scope of Emergency Medicine (Brief Commentary) <i>J. Hansen, et al.</i>	456 Large-Scale Combat Operations and Implications for the Emergency Medicine Community (Editorial) <i>SG Schauer, MD, April</i>
410 Models for Implementing Emergency Department-Initiated Buprenorphine With Referral for Ongoing Medication Treatment at Emergency Department Discharge in Diverse Academic Centers (Concepts) <i>LK Whitlock, et al.</i>	460 Managing Elbow Dislocation (Expert Clinical Management) <i>M. Gushik</i>
GERIATRICS	
422 The Pragmatic Accuracy of Clinical Judgment Versus a Validated Frailty Screening Instrument in Older Patients at the Emergency Department: Findings of the AnnotGEM Study <i>CS van Dam, et al.</i>	

www.annemergmed.com
Full Table of Contents starts on page 1A



Job Posting Start to Finish

1



FINANCE

APPROVED



ire a great candidate

ur hard work has
id off , mission
complished.

What created need?

Why is the position
open?, Determine need

Perform a job analysis

Determine competitive
pay, analyze comp.

Create the perfect job
description to attract
the right candidates.

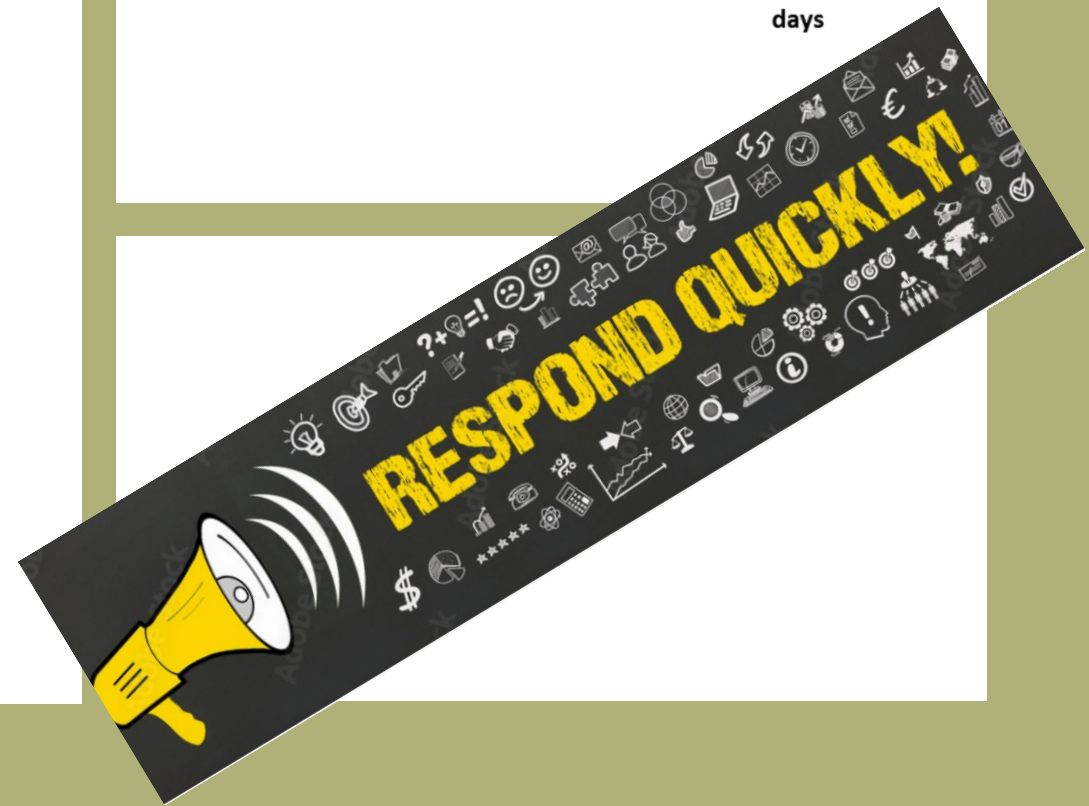
boards.

All interested candidates who
meet the necessary
qualifications should email their
resume and cover letter to

example@nple.com

YOU

2nd Respond to Inquiries Same Day



RECRUITMENT IS A TWO-WAY STREET

- Interviewing is a mutual process – candidates are interviewing us as much as we are interviewing them.
- We need to demonstrate truthfully and openly who we *really* are as we do our best to find out who the candidates *really* are.

**THANKS FOR
YOUR INTEREST**

**2 seconds
2 sentences**

The ball
is in your
court

can
we talk?

**#3 Forward
email (CV &
cover letter) to
admin staff for
tracking**





RESPONSE TIME

Channel	Good	Better	Best
Email	12 hours	4 hours or less	1 hour

A red circular icon with a white center containing the text "48 HOURS". Two red curved arrows form a circle around the text, indicating a cycle or duration.

An icon of a calendar page with a red header and a white body containing the text "Same Day".

**#4 Pace your
availability
with your
interest**



Screening Interview

everyone™



#5 Interview screen (pretty much) **everyone**



WHAT IS A PHONE SCREENING INTERVIEW?



A little bit about US.....

1. Low-grade
sell your
program

2. Get to
know them

3. High-grade
sell your
program

Interests?

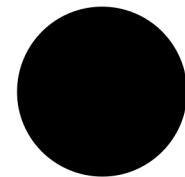
Why us?



HOW MANY **INTERVIEWS** FOR ONE JOB?



#6 Plan to interview as many people as there are good applicants



- **#7 Hand over logistics of interview day to Rockstar Admin**



**#8 Try to be
the last to go**





#9 Follow the Interview Recipe

1. **Run the itinerary**
2. **Run the CV**
 - *Annoyingly methodically*
3. **Share the package**
4. **Do NOT oversell**
5. **Any Questions?**
6. **Appropriate References?**

11:00 a.m. – 12:00 p.m. DEM Education Innovation Committee Meeting
700 University Bay Drive Community Room

12:05 p.m. – 12:30 p.m. Sara Damewood, MD
Section Chief, Clinical Ultrasound
Clinical Ultrasound Fellowship Director
Associate Professor (CHS)
BerbeeWalsh Department of Emergency Medicine
300-50

12:30 p.m. – 1:45 p.m. **Lunch**
Hani Kuttab, MD
Assistant Ultrasound Director
Assistant Professor (CHS)
BerbeeWalsh Department of Emergency Medicine

1:45 p.m. – 2:00 p.m. Break

2:00 p.m. – 2:25 p.m. Michelle Hughes, MD
Director, Medical Simulation/Emergency Medicine
Assistant Professor (CHS)
BerbeeWalsh Department of Emergency Medicine
300-54

2:30 p.m. – 2:55 p.m. Mary Westergaard, MD
Vice Chair of Education
Associate Professor (CHS)
BerbeeWalsh Department of Emergency Medicine
300-75

3:00 p.m. – 3:25 p.m. Dana Resop, MD
Assistant Director, Clinical Ultrasound (University Hospital and VA)
Clinical Associate Professor
BerbeeWalsh Department of Emergency Medicine
300-55

3:30 p.m. – 3:55 p.m. Aaron Kraut, MD
Residency Program Director
Associate Professor (CHS)
BerbeeWalsh Department of Emergency Medicine
300-77

4:00 p.m. – 4:25 p.m. Corlin Jewell, MD
Partner Longitudinal Teacher Coach (SMPH)
Assistant Professor (CHS)
BerbeeWalsh Department of Emergency Medicine
300-44

4:30 p.m. – 4:55 p.m. Katy Oksuita, MS
Chief Administrative Officer
BerbeeWalsh Department of Emergency Medicine
300-68

Interview Itinerary – Tuesday, September 27th Emergency Medicine Faculty Applicant

Interview Location:

BerbeeWalsh Department of Emergency Medicine
University Bay Office Building (UBay)
800 University Bay Drive
Suite 310
Madison, WI 53705

Contact Information:

Sara Damewood, MD cell: (518) 222-2324
Taylor Johnson, MBA cell: (262) 719-8345

Tuesday, September 27th, 2022

Please plan to arrive by 8:00 a.m. and Taylor Johnson will meet you at the elevators on the 3rd floor.

8:00 a.m. – 8:15 a.m. Emily Johnson
Global Health, Simulation, Ultrasound Medical Program Assistant
BerbeeWalsh Department of Emergency Medicine

Taylor Johnson, MBA
Program Manager
BerbeeWalsh Department of Emergency Medicine
300-59

8:15 a.m. – 8:40 a.m. Joshua Glazer, MD
Division Chief, Emergency Medicine Critical Care
Peer Review Chair
Assistant Professor (CHS)
BerbeeWalsh Department of Emergency Medicine
300-49

8:45 a.m. – 9:25 a.m. Manish N. Shah, MD, MPH
The Distinguished Wisconsin Endowed Chair of Emergency Medicine
Professor (Emergency Medicine, Population Health Sciences, Geriatrics & Gerontology)
BerbeeWalsh Department of Emergency Medicine
300-47

RESUME

Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design apparel print for an innovative retail company

EDUCATION:

UNIVERSITY OF MINNESOTA

City, State
May 2011

College of Design

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.89, Dean's List
- Testa citation from Bangs Scholarship

WORK EXPERIENCE:

AMERICAN EAGLE

City, State
July 2010 - present

Sales Associate

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my retail experience to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process all prices to increase my product knowledge

PLANET REACH

City, State
Aug. 2009 - present

Spa Consultant

- Sell retail and memberships to meet company sales goals
- Built organizational skills by single handily managing all opening procedures
- Communicate with clients to fulfill their wants and needs
- Attend professional events to market our services
- Handle cash and deposits during opening and closing
- Insured employees of the month several times

ATREHAKER

City, State
May 2009 - Aug. 2009

Assistant

- Directed sales floor with fine fashion inventory
- Matched items from allowing me to see successful merchandise in a retail market
- Offered advice and assistance to each guest

VEDRICK'S SECRET

City, State
Jan. 2008 - Feb. 2008

Fashion Representative

- Applied my leadership skills by assisting in the training of new hires
- Set up accessories and displays in order to reduce return customers
- Provided superior customer service by helping with customer decisions
- Took several inventory

VOLUNTEER EXPERIENCE:

TARGET CORPORATION

City, State
August 2009

Event Ambassador

- Represented Target Marketing and Target Inc. at a college event
- Engaged University of Minnesota students in the Target brand experience



#9 Follow the Interview Recipe

1. **Run the itinerary**
2. **Run the CV**
 - *Annoyingly methodically*
3. **Share the package**
4. **Do NOT oversell**
5. **Any Questions?**
6. **Appropriate References?**



#10 Reach out to references



REFERENCES

- YES
- NO





RESPONSE TIME

Channel	Good 	Better	Best 
Email	12 hours	4 hours or less	1 hour c





#11 Facilitate Group Discussion

#12 Make the Hiring Decision





DISCLAIMER

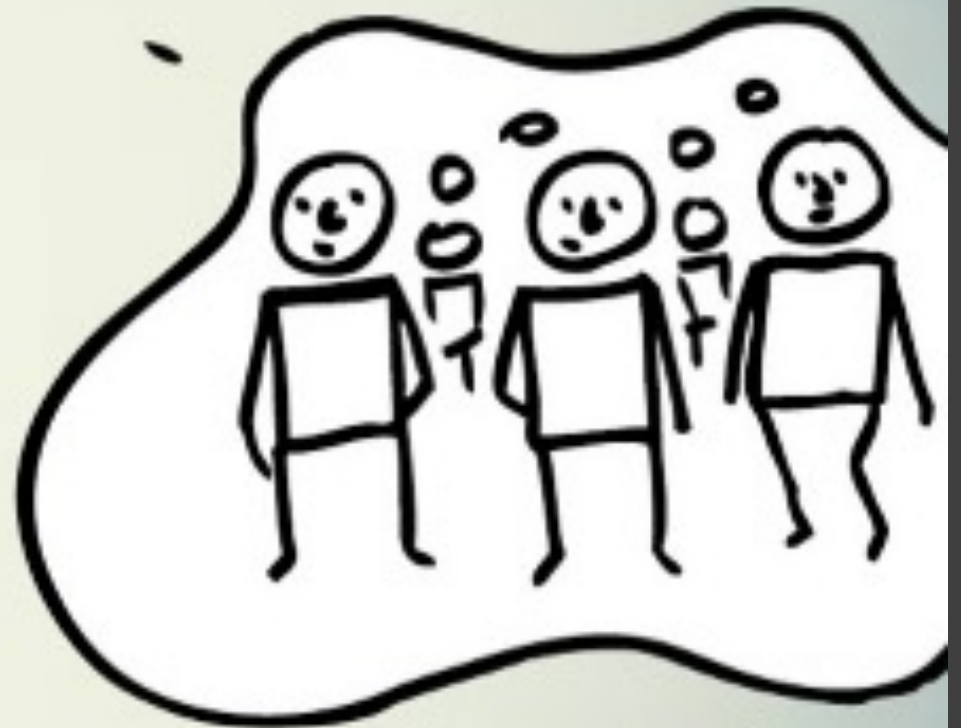
- 1. Committee process**
- 2. Standardized questions**
- 3. Desired outcome**

group decision makin



me

VS



the group

individual decision makin

3:51

STRUCTURED INTERVIEW

Definition

Types

Process

Pros

Cons



**Unstructured vs
structured
interview
questions**



How do you define success?
What are your future goals?
Why do you want this job?
Tell me about yourself.



Tell me about yourself.

What is your greatest weakness?

How do you handle stress and pressure?

What motivates you?

Describe your work style.

What are your passions?



the balance

the balance

Weakness



insults



um...can you give me an example?

can you not think of one yourself?

WHAT INTERESTS YOU ABOUT THIS JOB?

WHAT ARE YOUR GOALS FOR THE FUTURE?

HOW DO YOU HANDLE STRESS AND PRESSURE?

WHAT CAN YOU DO FOR THIS COMPANY?



Popular Interview Questions



“My short-term goal is to bluff my way through this job interview. My long-term goal is to invent a time machine so I can come back and change everything I’ve said so far.”



How to ensure the
BEST APPLICANTS
accept your offers

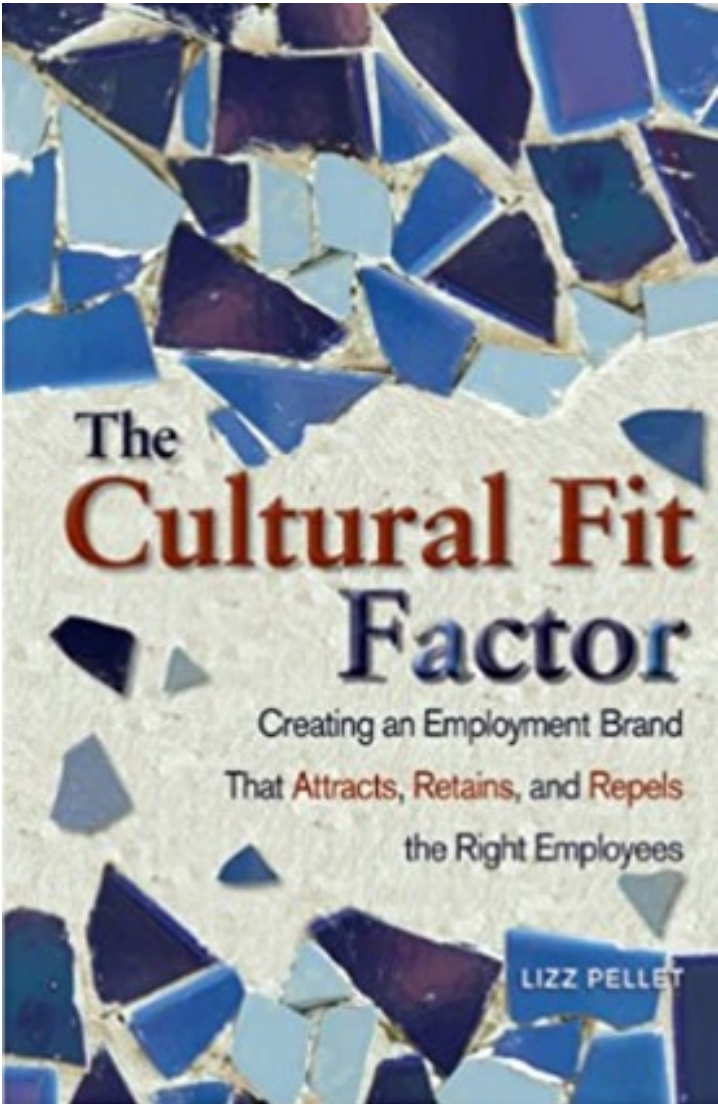


Getting any work done is difficult
when your co-workers are
so friggin awesome.



BEST ♥
COLLEAGUE ♥
EVER ♥

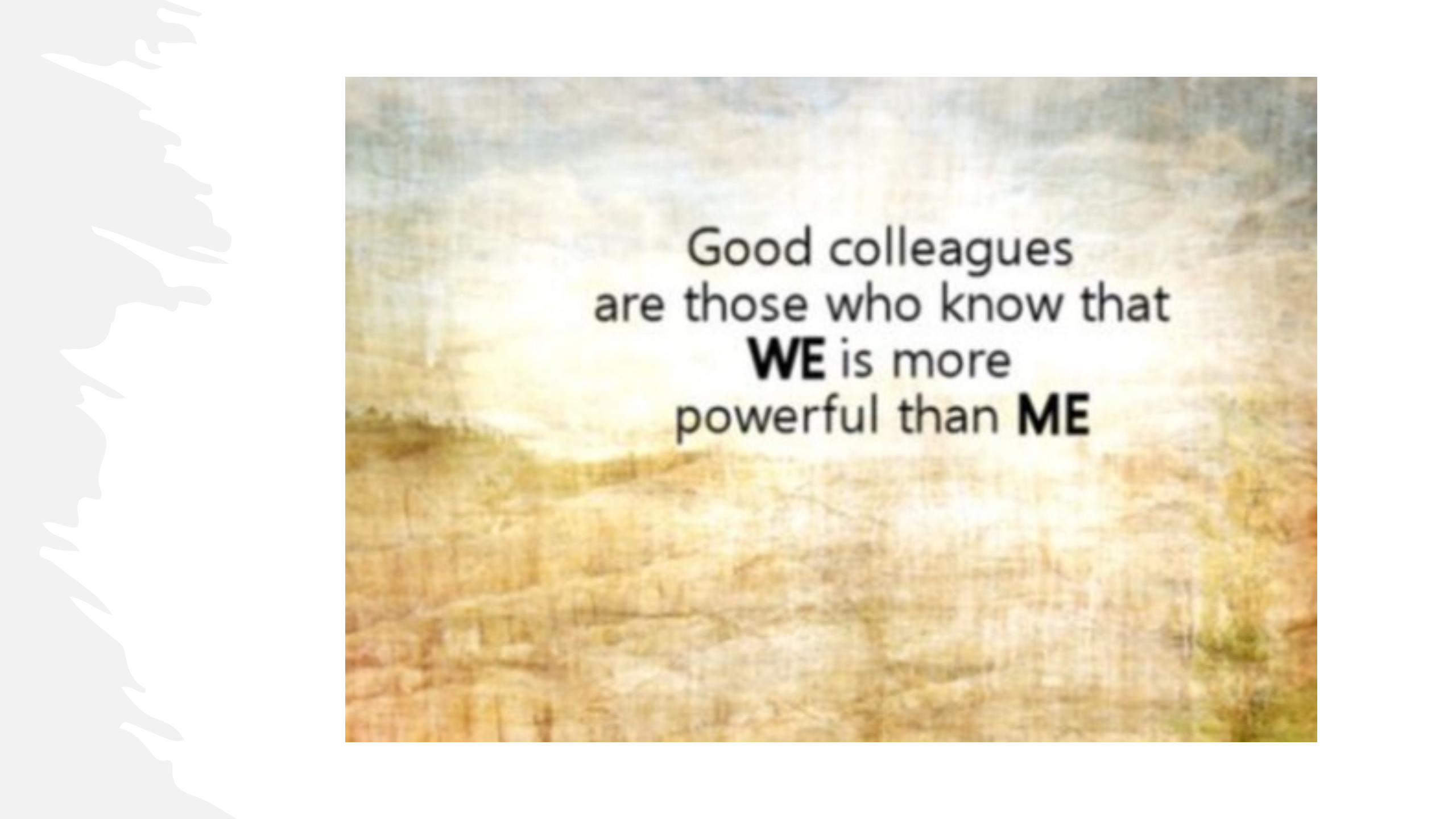
NEEF does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These



**DO NOT
DISCRIMINATE**
Customer Based On
GENDER,

**RACE
VALUES
UN
ALL CU
PATE
TI**





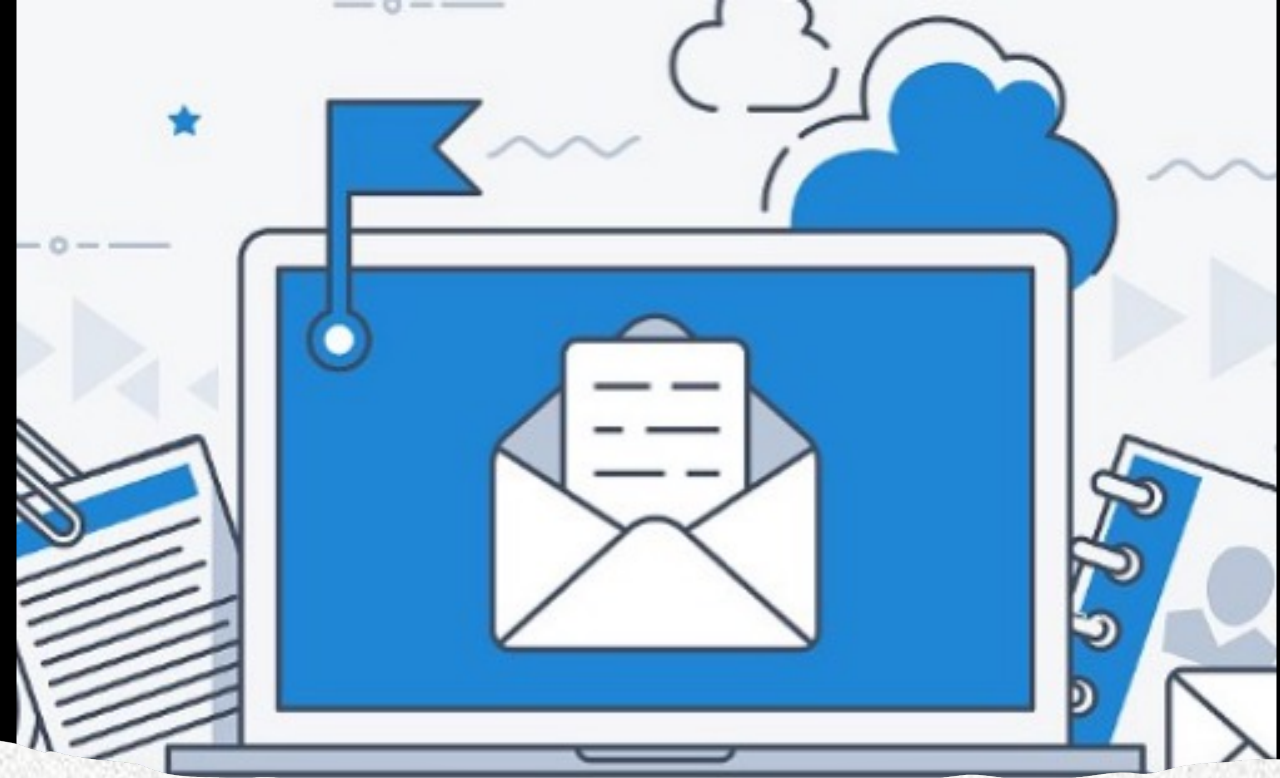
Good colleagues
are those who know that
WE is more
powerful than **ME**

ANY
QUESTIONS?

Recruitment

ORIENTATION





Before Start Date

Introvert

Extrovert



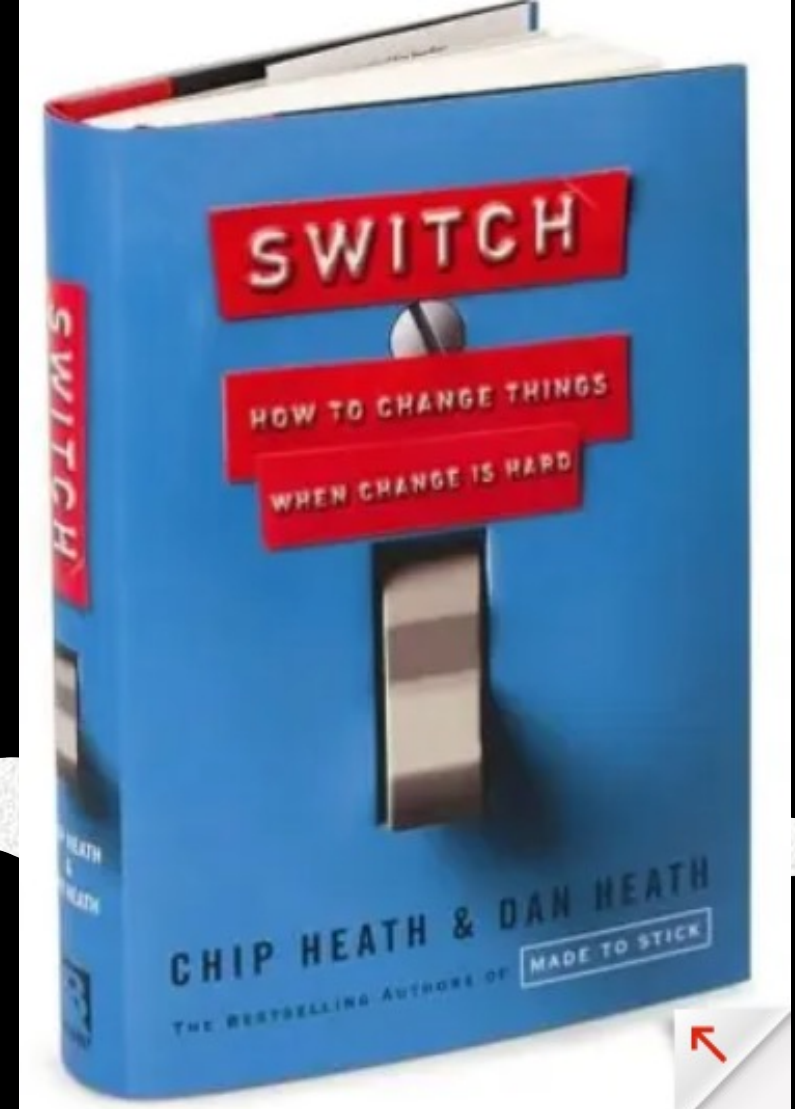
Let's do it right!

Let's do it now!

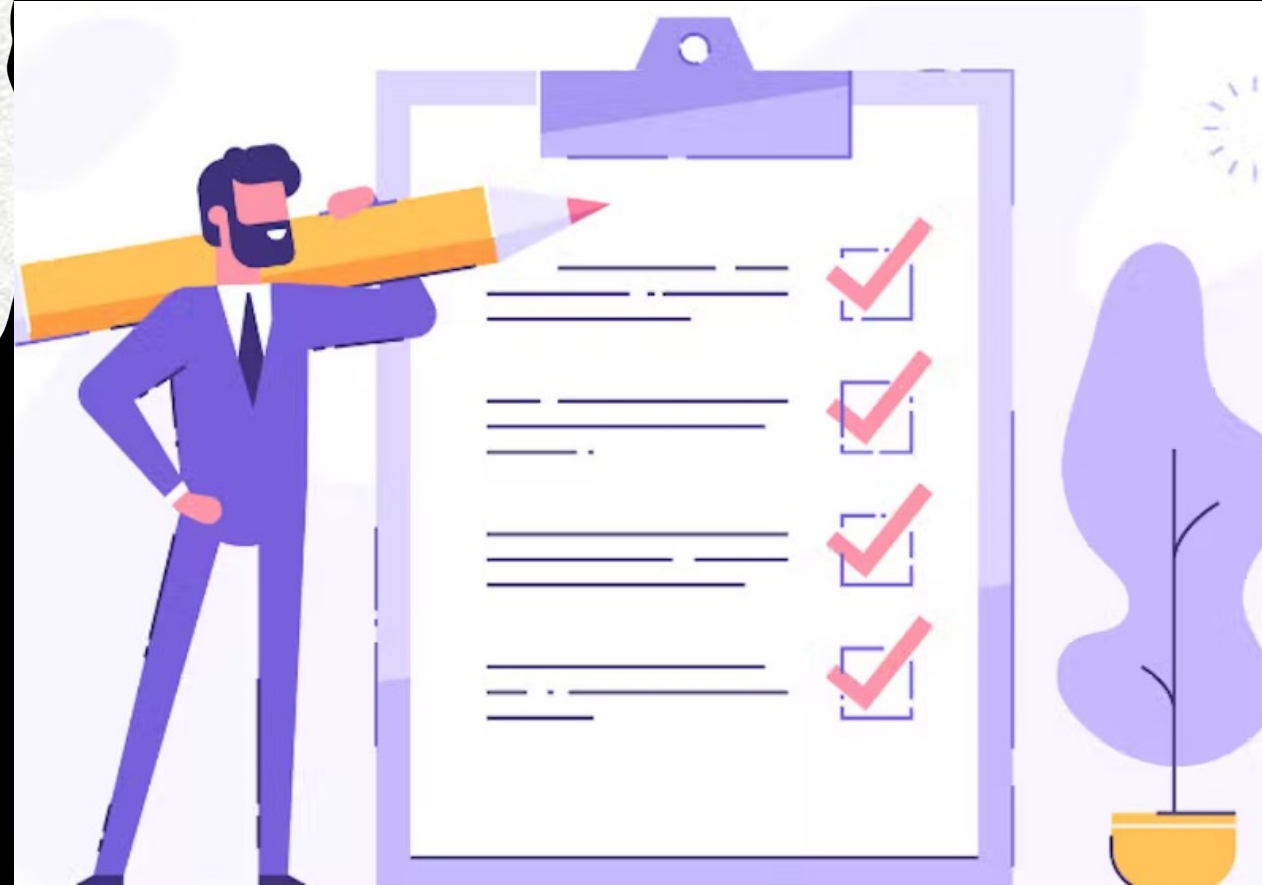
Let's do it harmoniously!

Let's do it together!

PERSONALITY TEST.



✓ Checklist



Deadline: Within 30 Days of Start Date

- Schedule a meeting with Dr. Sara Damewood (sdamewood@medicine.wisc.edu) & please cc: etjohns@medicine.wisc.edu to complete **DEM Coding Orientation** (60 minutes)
- Schedule Meet & Greet with Department Administrator, Katy Oksuita (kjoksuita@medicine.wisc.edu) & please cc: skallen@medicine.wisc.edu (30 minutes)
- Schedule meeting with DEM Fiscal Team (demfiscal@lists.wisc.edu) to complete **DEM Fiscal Orientation** (30 minutes)
- Reference “Items to Completed Within 30 days of Start” in the onboarding packet for additional information on the below items:

- **Complete Social Styles Personality Test** and email to: skallen@medicine.wisc.edu already done (est. time to complete: 10 mins)
- Send drafted **bio for DEM Website** to your Admin Assistant
- **Complete Risk Management** – EMTALA Training (est. time)
- **Complete Human Research Protections-Biomedical Train**

Deadline: Within 6 Months of Start Date

- Schedule a meeting with Dr. Joshua Glazer (jmglazer@medicine.wisc.edu) & please cc: samuehlh@medicine.wisc.edu to complete **DEM Quality Orientation** (30 minutes)
- Schedule a meeting with Dr. Mike Lohmeier (mtlohmei@medicine.wisc.edu) & please cc: hhayward@medicine.wisc.edu to complete **DEM EMS Orientation** (30 minutes)
- Schedule a meeting with Dr. Aaron Kraut (askraut@medicine.wisc.edu) & please cc: adbowman@medicine.wisc.edu to complete **DEM Residency Education Orientation** (15 minutes)
- Schedule a meeting with Dr. Mary Westergaard (mcw@medicine.wisc.edu), DEM Vice Chair of **Education** & please cc: amacosta@medicine.wisc.edu
- Schedule a meeting with Dr. Manish Shah (mshah@medicine.wisc.edu), DEM Vice Chair of **Research** & please cc: maroberts@medicine.wisc.edu
- Schedule a meeting with Dr. Ciara Barclay-Buchanan (cbb@medicine.wisc.edu), DEM Vice Chair of **Operations** & please cc: clourigan@medicine.wisc.edu
- Read **Switch: How to Change Things When Change is Hard** by Chip Heath and Dan Heath
 - Work with your admin assistant to purchase



ANY
QUESTIONS?

Orientation & Check-in

thank
you



**AND NOW YOU'RE
JUST A STRANGER
WITH ALL MY SECRETS**