

Nonclinical Careers Checklist

- Determine whether you have done everything in your power to optimize your current job (Reduce hours, make staff changes, etc.)
- Perform a self-assessment what have you liked and what have you disliked about previous jobs to help you find your ideal career.
- Research what nonclinical jobs interest you or explore business opportunities (go to our site BootstrapMD.com for inspiration)
- Discuss with your spouse and/or loved ones about your career decision.
- Start looking for job positions 6 months prior to making the transition.
- Save enough money to go without a job for 6 months or more. If not, be sure to have a back up plan such as performing locum-tenens or part-time work.
- Complete your CV or resume, with a focus on obtaining your ideal career.
- Complete (if any) certifications / trainings that may be required for your ideal job.
- Sign up for LinkedIn and create your LinkedIn profile.
- Sign up for Doximity and create your Doximity profile.
- Connect with at least 15-30 people on LinkedIn and Doximity who may be currently doing your ideal job or have connections with those who do.
- Sign up for other job boards/ social media sites that may be pertinent to your ideal career. (My fav: [NonClinical Career Hunters FB group](#))
- Identify any companies online that you would love to work for, and reach out to see if they are currently hiring.
- Upload your CV to related job boards like NonclinicalJobs.com, [Indeed](http://Indeed.com), Monster.com
- Attend at least 1-2 professional conferences that are pertinent to your ideal job each month to strategically network to help find your ideal position.
- Seek out a peer health career professional mentor or career counselor to help assist in your transition. Someone who has already done this before, is ideal.
- Consider signing up with a job recruiter if having difficulty obtaining your ideal job.