

**PHYSICIAN RECRUITER**  
**Stanford Health Care / University Healthcare Alliance - Newark, CA**  
**1.0 FTE (40 hours per week)**

*At Stanford Health Care/University Healthcare Alliance, we value joy in the workplace. Our Provider Recruitment team is seeking a positive, experienced, and self-driven individual to help manage the full-cycle recruitment process as well as optimize/enhance the delivery of the services we provide. Come join our fantastic recruitment and onboarding team and share in the rewarding experience of creating an excellent candidate experience while supporting the medical groups we serve.*

**Job Summary:** The Physician Recruiter manages and participates in the full scope of the physician recruitment processes. Responsible for the overall hiring experience of physician, Advanced Practice Provider, and Allied Health candidates including procurement, selection, and pre-hire due diligence. Establishes and maintains collaborative working relationships with stakeholders within the medical group, Stanford Health Care, Stanford University School of Medicine, and University Healthcare Alliance communities.

**Duties and Responsibilities:**

- Develops and maintains database/ATS of prospective recruitment targets to include candidate preferences, income expectations, practice/geographical preferences, and other demographics to ensure an accurate understanding of candidate needs.
- Regularly visits high volume of physician offices to capture intake details, provide updates, and manage expectation relative to recruitment efforts.
- Facilitates on-site interview with candidates and captures post-interview evaluations.
- Sources, screens, interviews and manages communication of high quality providers who fit with UHA's culture and recruitment strategies.
- Establishes relationships with resources for new candidates including but not limited to local and national training programs, professional organizations, and recruitment agencies.
- Serves in the development of recruitment-related marketing materials, procurement strategies, website development, ATS optimization/customization, and messaging to the medical community.

**Minimum Requirements:**

- Bachelor's degree, or equivalent experience
- Two (2) or more years of experience in provider recruitment
- Demonstrated knowledge and success in the following areas: Medical staff resource planning, provider relations, and healthcare contracting

**Preferences:**

- Working knowledge of Bay Area physician marketplace
- Provider recruitment experience within a multi-specialty medical group
- Knowledge of California EEO, Wage and Hour, and employment law

***All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, protected veteran status, or disability status.***

**To Apply:** Please send your resume to [UHAProvider@stanfordhealthcare.org](mailto:UHAProvider@stanfordhealthcare.org)