

# 8 ways to reduce your days to fill

**Every day with an open physician position has a cost – both in terms of your ability to provide care and lost revenue. Reducing time to fill by just 5% can generate millions in net revenue for your healthcare facility.<sup>1</sup> Here are 8 ways to reduce your days to fill:**

---

## **1. Contact candidates quickly.**

Reach out to applicants as quickly as possible – ideally within 24 hours of receiving their application. Staying in touch throughout the process is essential and helps keep your facility top of mind for the candidate.

## **2. Use an applicant tracking system.**

Applicant tracking systems can simplify your life by eliminating cumbersome spreadsheets and keeping candidate details organized in one central location. They also help you track hiring metrics to see what's working for a better return on your efforts.

## **3. Don't make site visits a requirement.**

In today's environment, many candidates are comfortable interviewing and even accepting a job via Zoom. While you can support site visits for candidates who want them, there's no need to delay the hiring process by making them a requirement.

## **4. Move quickly on making the offer.**

Some recruiters hold off on making offers to strong candidates if they have more prospects to vet, but this can work against you when you have a critical vacancy to fill. While it's not recommended to pressure candidates with hard deadlines, it is okay to let them know you'll continue recruiting until the position is filled.

## **5. Have open communication with stakeholders.**

Promoting open communication with internal stakeholders can help them feel more comfortable with the process and understand any candidate you put forward is highly qualified. To keep things moving, ask internal stakeholders to give you feedback on candidates in 48 hours or less.

---

## 6. Get approval in advance.

Before a job posting goes live, align with your stakeholders on specific staffing needs and compensation details. When everyone trusts the process, recruiters can move faster on filling urgent vacancies. Defining requirements in advance makes it easier to start interviewing and reaching out to high-quality candidates.

## 7. Work with trusted staffing partners.

Working with staffing agencies can be a significant advantage when it comes to landing qualified candidates. Identify two or three contingency staffing agencies you can trust, and get a contract in place so you can move quickly if you have an open position you need help filling. Contingency agencies don't charge a fee unless you fill the position through them so you have little to lose.

## 8. Know when to bring in temporary assistance.

The search for hard-to-fill positions can take time, even when you apply all these tips. In these cases, opening a request for locum tenens coverage can make sense. A locum physician can help balance the workload for other staff, prevent revenue loss, and maintain continuity of care for your patients.

**CHG Healthcare can help you staff your telehealth program with locum tenens providers and travel nurses. Give us a call at [866.588.5996](tel:866.588.5996) or email [ecs.contact@chghealthcare.com](mailto:ecs.contact@chghealthcare.com).**

