A PRACTICAL GUIDE TO DIRECT-HIRE HEALTHCARE RECRUITING

Your next role, clearly understood.

A practical guide to exploring opportunities with Holbrooke.

A useful career conversation starts with the work you want and the life around it. This guide helps you ask clear questions, understand each step, and make a decision that fits your priorities.

No placement fee

The employer pays Holbrooke's recruiting fee. You pay no placement fee.

Your permission

Discuss the employer, role, and information to share before an introduction.

Your decision

Choose which opportunities to explore and whether to accept an offer.

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02 Know the seven steps before you take them

03 Define your direction and priorities

04 Interview the job and understand the support

05 Benefits, onboarding, and your start dates

06 Your fillable Role Comparison Worksheet

Keep this guide. Share it with the people involved in your decision.

THE PROCESS

Know the next step.

1

Share your direction

Tell Holbrooke your discipline, location, work preferences, priorities, and timing. You can be ready to move or simply exploring. No resume is needed for the initial form.

2

Talk through what matters

Discuss your experience, strengths, must-haves, and flexibility. Be clear about schedule, workload, compensation, commute, support, and growth.

3

Consider a specific opportunity

Holbrooke explains the employer, role, available details, and information to share. You decide whether to give permission for that introduction.

4

Meet the employer

Holbrooke helps coordinate the conversation. You prepare examples, ask about the real job, and share specific feedback after the interview.

5

Review the written offer

The employer sets and issues the offer. Clarify pay, benefits, schedule, travel, conditions, and timing before making your decision.

6

Complete the employer's hiring steps

Use the employer's designated process for required checks and documents. The employer confirms that its requirements are complete and your start is authorized.

7

Start and build your footing

Participate in onboarding and ask for support. Holbrooke follows up on recruiting matters; your manager handles employment and clinical supervision.

An inquiry is not a job application or permission for an employer introduction. A matching opportunity may not be available.

PREPARE

Make room for what matters.

You do not need a decision to change jobs before starting a conversation. Begin with your priorities and the questions you still have.

Your direction

Identify your clinical discipline, preferred setting, location, realistic commute, and any relocation flexibility. Include the work you want to do more of.

Your sustainable schedule

Consider hours, weekends, call, travel, and the work pattern you can sustain. Separate non-negotiables from preferences you could discuss.

Your top priorities

Choose up to three to guide the conversation: schedule, compensation, team support, workload, location, or professional growth.

Your strengths and support needs

Describe relevant experience accurately. Explain the orientation, mentorship, or team support that would help you do the work well.

Turn a preference into a useful question.

Instead of stopping at "I want a manageable workload," ask how caseload is assigned, when documentation is completed, how travel is counted, and what happens when demand increases.

Keep the first inquiry simple.

No resume is needed to submit your priorities. Leave out patient details, government IDs, license numbers, and sensitive documents.

EXPLORE

Interview the job, too.

Use the conversation to understand an ordinary day, the support available, and the expectations behind the title.

The workload

What is a typical caseload or visit volume? How are documentation and travel handled? What changes when demand rises?

The support

What does orientation include? When would I work independently? Who can help with a difficult case or operational problem?

The schedule

What are the actual hours, weekends, call, and after-hours expectations? How often does the schedule change, and with how much notice?

The opportunity

Why is the position open? What would success look like early on? What opportunities exist for learning, responsibility, and growth?

Prepare examples. Then compare what you heard.

Bring examples of your clinical reasoning, teamwork, and communication without identifying patients. Afterward, write down what fits, what is unclear, and what would need to change.

Useful feedback sounds specific.

"The commute works, but weekend coverage is unclear." Holbrooke can help carry that question into the next conversation.

DECIDE

Know your benefits and your start.

The employer provides the employment terms and confirms the schedule. Ask for the details in writing before making plans.

Benefits to confirm

- Ask for the written benefits summary, including eligibility and any waiting periods.
- Compare health coverage and employee costs, paid time off, retirement, and any education or license support offered.
- Confirm coverage start dates and enrollment deadlines. Benefits may not begin on your first day.
- Clarify incentive terms, including any repayment conditions, before deciding.

Your onboarding plan

- Which checks or documents are still needed? Who owns each task, and when is clearance expected?
- How long is orientation, is training paid, and when would I work independently?
- Who is my mentor or manager? How will workload build, and what support continues?
- Get the authorized start date and first-day instructions in writing.

How long before I can start?

Ask the employer for a target date and an estimate for outstanding checks. Pre-start clearance and post-start orientation are separate stages. Required checks, notice periods, and training schedules affect timing; Holbrooke does not promise a fixed interval.

Keep four dates distinct.

Estimated clearance. Confirmed first day. Planned orientation completion. First check-in. Record benefits coverage and enrollment dates separately on your worksheet.

Review the full written offer, pay basis, schedule, and conditions before accepting. Ask the employer to explain unfamiliar terms.

Ask Holbrooke a question

Inquiry privacy

WORKSHEET

Compare the work. Keep your priorities.

Type into the fields or print this page. Record the answers you have and the questions you still need to ask.

My three priorities / non-negotiables

Compare	ROLE A	ROLE B
Employer / role		
Hours / travel		
Pay / benefit costs		
Workload / notes		
Orientation / support		
Start / benefit dates		

Open questions / clearance, orientation, and check-in dates

Save a copy to keep your answers. Your worksheet is not submitted automatically.

Start with your direction and priorities.

Explore your priorities

hello@holbrooke.org

Scan to open the form