

Tips & Best Practices for virtual interviews

Adapted from multiple resources



Treat the interview as you would if it were in person

- Programs are still required to provide applicants with policies and program information
- Educate Faculty and Resident Interviewers about appropriate and inappropriate questions
- Remind interviewers about the weight their interactions carry with candidates
- Educate interviewers about implicit bias and encourage them to self-assess
- If using Behavioral Interview Questions...assign in advance so not repetitive
- Offer AM and PM slots to accommodate different time zones
- Share your interview dates with other programs within your department to avoid overlapping dates for applicants who may apply to more than one specialty program



Develop and distribute clear and explicit guidelines/expectations for applicants (and interviewers)

- Include: confidentiality agreement, outline what interview will look like, clear instructions on how and when to access
- Include this info on your program website, noting only offering virtual interviews
- Review and provide AAMC resources to applicants and interviewers
- Inform candidates of platform in advance – ask them to download the software in advance of the interview
- Provide detailed schedules to both applicants and interviewers



Supplement the interviews

- Include a video tour of hospitals and MCLI on website
- Utilize large group and individual sessions
- Record an “orientation” session including testimonies from faculty and residents and add to website. Or provide this as a prep session for applicants before interview day
- Create a “resident hangout” room where current residents can provide informal Q&A or a night before “happy hour”



Technical aspects

- KNOW THE SYSTEM YOU PLAN TO USE
- If using WebEX, let IT know your dates/times
- Provide education/written directions to interviewers – provide with written script to orient candidates about virtual interviews
- Test connectivity with applicant and in locations to be used for interviews in advance – this can be part of the pre-session/happy hour
- Provide applicant phone numbers to interviewers as a back up in case connectivity is poor or lost.

Other

Embrace the change!!!

Plan early!

Connect with national specialty groups for other tips and helpful resources



Resources

AAMC

- Best Practices for Conducting Residency Program Interviews
- Virtual Interview Tips for Applicants
- Virtual Interview Tips for Interviewers
- Virtual Interview Tips for Program Directors
- The Coalition for Physician Accountability's Work Group on Medical Students in the Class of 2021 Moving Across Institutions for Post Graduate Training: Compendium of Resources for the Implementation of Recommendations in the Final Report and Recommendations for Medical Education Institutions of LCME-Accredited, U.S. Osteopathic, and Non-U.S. Medical School Applicants

Aparna Joshi, et al. Video Interviewing: A Review and Recommendations for Implementation in the Era of COVID- 19 and Beyond. Acad Radiol 2020; :1–7

Charles C. Vining, et al. Surgical Fellowship Recruitment During COVID-19 and Its Implications for Resident/Fellow Recruitment in the Future. Ann Surg Oncol <https://doi.org/10.1245/s10434-020-08623-2>

