A PROGRAM COORDINATOR’S GUIDE/CHECKLIST FOR RESIDENCY RECRUITMENT THROUGH VIRTUAL INTERVIEWING

Introduction

Academic Year 2020-2021 will be a little different this year as we go into virtual interview format with the support of the Saint Louis University and Graduate Medical Education Office.

Here’s a little information to help you stay focused, prepare for each day, and work-out any kinks that may arise during this process. Also refer to the Program Director’s guide as there may be overlap or exchange of tasks between leadership teams.

First, take a few moments and review these Zoom links to help you get a better understanding of what Zoom can do for you. It will also provide you with information on how to develop breakout rooms, etc.


https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Secondly, if you are aware of any of your coordinators friends who will be interviewing prior to your first scheduled date, touch bases with one of them to see if you can ride along for the brief experience of “what a day will look like” on Virtual Interview Day. I’m sure they won’t mind….you might be able to lend a helping hand. Remember “two heads are better than one”!

Virtual Interview Checklist (See Additional Attachments)

Months before the interview

- Decide how many interview dates you will have and how many applicants will interview per interview day
- Decide how many interviewers there will be
- Decide how applicants will meet and interact with current trainees – the night before, interview day, or various times to allow for flexibility. Will these be one-on-one or group interactions?
- Update and enhance department/program website
- Direct applicants to these resources and information

Weeks before the interview

- Do tests run with your interviewing faculty to test Zoom functionality (moving around breakout rooms, doorbell warnings, etc.) Ask current trainees to act as your “candidates”. You can also go through ERAS functionality with faculty, if you utilize this for viewing applications, notes, etc.
Days before the interview
- Locate rooms for interviewers, if office space is not available.
- Identify the communication device you and the interviewers will use (phone/laptop/tablet) and make sure these have camera, microphone, and speakers and a reliable internet connection
- Make sure interviewer/interviewee has Meeting ID and Password
- Check schedule to match breakout rooms on Zoom
- Applications are printed and available (optional)
- Evaluation forms are available for interviewer
- Send email reminder to all interviewees/interviewers – be mindful of time zones!!!
- Review “best practices” with interviewers

Day of the interview
- Test your camera video and audio functionality
- Turn off laptop notification sounds
- Monitor and facilitate interviews – be ready to troubleshoot!

Day after interview
- Update schedules for the next upcoming group of interview
- Send thank you emails
- Touch base with interviewers to collect all evaluations, etc.