

APPD

Pediatric Interview Trail for Applying Medical Students

What is “THE INTERVIEW”?

- The SUM of ALL interactions involved in the process.
 - From your submission in ERAS
 - Through Match Day
 - Every email, call, communication, comment and action adds up

Impact of the Interview Day

- Difficult to know impact on applicants/your decision making - does seem to inform many of the factors that are contributing to their ranking including "FIT"
- For the program, this information is of vital importance as it rounds out the understanding of who the applicant is

ERAS Timeline - Fast Pace

ERAS opens on ***

Programs review files starting ***.

Invitations issued starting ***

A complete file is critical for the initial screen!

- Step 1/ COMLEX 1
- At least 2 letters of rec
- Medical school transcript

- Invites are sent via a number of interview brokers
- Check your email!

The Interview

- Can receive invites as early as 48 hours after ERAS opens and will continue to be issued on a rolling basis
- When should you reach out ?
 - If it is a high stakes program for you and you have not heard in 2-3 weeks it is appropriate to politely inquire as to the status of your application by email.
 - If there is NEW information added to your application – new scores, new letters etc.

Who is Who?

- Program Coordinator
- Program Director
- Associate Program Director
- Faculty Interviewers
- Residents

Every one of them is an integral part of your experience and your evaluation-remember to be polite, courteous, respectful in all of your communications- written, verbal, body language.

Top 10 Factors Applicants Endorse

Selecting to apply

1. Geography
2. Reputation
3. FIT
4. Resident Quality
5. Academic
6. Training Quality
7. Wellness
8. Faculty Quality
9. Size
10. PD Quality

Ordering rank lists

1. Fit
2. Interview Day
3. Geography
4. Resident Quality
5. Reputation
6. Faculty Quality
7. Morale
8. PD Quality
9. Training Quality
10. Wellness

NRMP Survey of PDs Rank Factors

1. Interview
2. Interactions with Residents
3. Feedback from current Residents
4. Evidence of professionalism and ethics
5. Perceived commitment to specialty
6. Letters of Reference
7. Grades on clerkship X

Goals of Interview Day

YOURS

- Will they do the job?
 - *Will they prepare me well?*
 - *Accreditation*
 - *Outcomes*
- Get a feel for the “fit”
 - *Resident /Faculty interactions*
 - *Social event*
- Gut feeling- would I be happy here?

RESIDENCY

- Can they do the job?
 - *Do they have the right skills and attitude?*
- Are they a good “fit” for us?
 - *Interview day dynamics*
 - *Social event*
- Would they be happy here?

How do I achieve my goals?

YOU

- Prepare for day
- Ask the right questions
- Be observant
- Engage in the process

Program

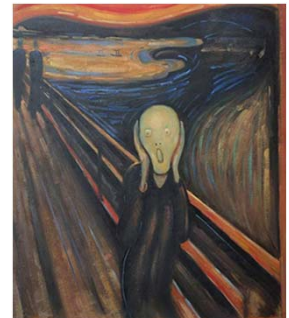
- Select the right applicants
- Ask the right questions
- Be observant
- Engage in the process

Optimize the Opportunity

- Be timely in all of your interactions
- Keep communication lines open
 - Read emails, check messages, follow up when indicated, reply to requests, keep in touch if things change
- Be genuine in your interactions
- Show interest

Areas to Avoid

1. Avoid being late or leaving early.
 - If you are having technical issues, call the program coordinator
2. Avoid engaging in negative talk.
 - If you can't say something nice, don't say anything at all!
3. Avoid being rude to anyone at any time
4. Avoid being unprepared
5. Avoid being distracted or disinterested
6. Avoid being too casual or too stiff
7. Avoid being arrogant or acting fatigued
8. Avoid lying or being insincere



Key Points

- Be Prepared
- Be Yourself
- The interview is for both parties
 - Perceived power differential-but they want to impress you as much as you want to impress them.
- Understand the impact of the Interview

Planning

- Schedule and Follow up
 - Check and read your emails regularly
 - If you have to cancel, do so as early as possible-make sure you know each program's cancellation policy.
- If there is an irregularity/special circumstance – talk to the PC about it ahead of time or as soon as possible

Prep

- Re-read your Personal Statement/CV
- Review the Program Website and any information about interviewers if provided
- Make a list of questions specific to that program in addition to your basic questions
 - Second order knowledge questions are GOLDEN!
- Know your answers to common questions
- Practice the interview especially if you have to address a specific concern

The Pre/Post Interview Social

- This is STILL part of THE INTERVIEW so be on your best behavior
 - Don't be rude, crude or socially unacceptable
 - Don't have more than 1 drink –if allowed
 - Don't make assumptions
 - Don't share anything you are not comfortable with the PD knowing
 - Don't talk about religion, politics, etc.
 - Don't complain

The Morning Of The Interview

- Get a decent night of rest
- Follow your routine as much as you can
- Get up early enough to be prepared
 - Give yourself time to eat and set up your workspace
- Login early to ensure your connection is stable
- Dress from head to toe to avoid camera mishaps
 - If you wear shoes, you are more likely to sit with both feet on the ground, enabling strong posture

What To Wear

- Men
 - Suit with tie (can be fun)
 - Shoes
 - Well groomed-hair, shave, nails
- Women
 - Pant or Skirt –be able to sit comfortably
 - Blouse – select a professional cut and material
 - Suit/Jacket optional
 - Shoes
 - Well groomed-hair, nails

The Day

- Relax, be the best version of yourself you can be
- Be open and engaged
- Take every opportunity to observe your surroundings and the interactions you witness
- Remember that every interaction counts
 - Chiefs
 - Residents
 - Administrative, etc.

Interview types

- Situational
- Behavioral
- MMI
- Open Ended (What UTCOM uses)
- Interviewer Blinded vs. Packet review
- Inquisitive vs. Directive

Handling Difficult Interviews

- What if you are on your best behavior but others aren't?
 - Inappropriate or rude residents
 - Inappropriate or rude faculty
 - NRMP violations
 - Asked uncomfortable questions
 - Badgered
 - Awkward silences
 - Odd Interviewers
- This will happen at some point- there is much to be said about how you handle it

Take The High Road

- Keep your cool
- Be resourceful
 - Redirect
 - Interview the interviewer- people love to talk about themselves and what they like
 - Ask the questions you have prepared
- If you are concerned about an interaction you can bring it to the attention of a PC or PD

Two way street

- At some point you will be asked if you have questions
 - Have some prepared-both program specific and ones you can ask any program
 - It is ok to ask different people the same question
 - Avoid saying, "I don't have any questions."
 - Alternative: *"This has been such an informative day and I have learned so much about the program – I would love to know what you think is the most important thing for me to know before I leave?"*

Tough But Maybe Important Questions

- We can't ask you but you can ask us.
- If this is part of your wellness you should explore the city and then can ask specific questions of the right people.
 - Religious or Ethnic community
 - Family or Support system questions
 - Lifestyle considerations

NRMP Code Of Conduct

- “Program staff are prohibited from requesting applicants reveal ranking preferences or the names, specialties, geographic locations, or other identifying information about programs to which they have or may apply. (Section 6.0)”
- Federal law prohibits making employment decisions on basis of race, color, sex, age, religion, national origin, or disability- questions related to these are illegal.
 - This applies to discrimination on the basis of pregnancy and child-rearing plans.

Code of Ethics

- To promote the highest ethical standards during the interview, ranking, and matching processes, program directors participating in a Match shall commit to:
 - Respecting an applicant’s right to privacy and confidentiality
 - Refraining from asking illegal or coercive questions.
 - Declining to require second visits or visiting
 - Discouraging unnecessary post-interview communication.
 - Honest communication between applicants and program staff is essential to a successful matching process.

After The Interview

- Review notes and make a list right away
- Follow up with a thank you email or mailed notecard
 - Personalize the message, build on the conversation you had in the interview
 - Don't send identical messages to multiple people at the same residency- they are often batched when organizing your file
- Social media- review your footprint, no comments about your interviews
- May follow up closer to Match date if very interested or if circumstances change.

Take home message

Have fun
Be Prepared
Be Yourself

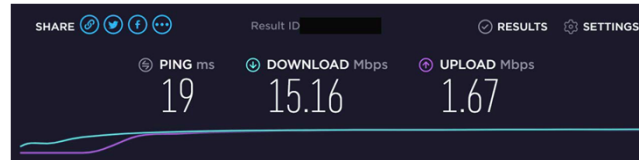


Preparation

Steps to take in advance of your first video call

Connectivity And Performance

- Run a speed test at www.speedtest.net and ensure at least 30 mbps download and 4 mbps upload speeds



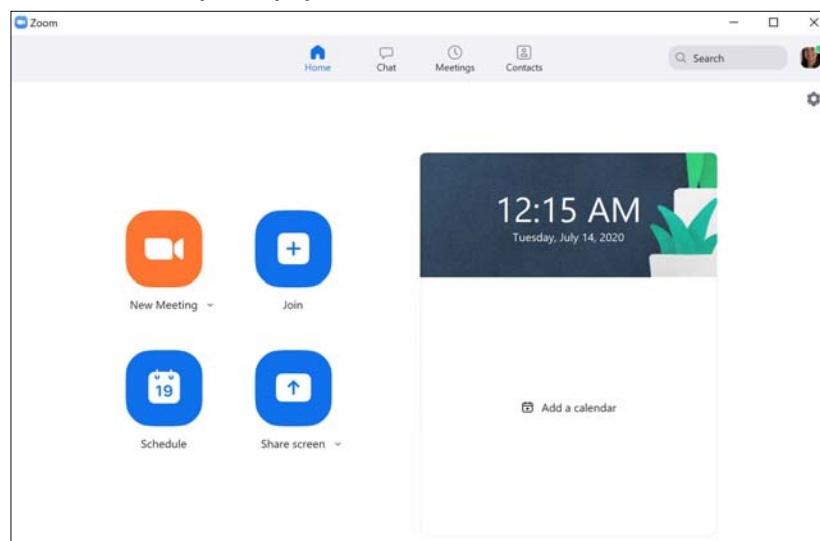
Connectivity And Performance

- Avoid using guest or public wireless networks
- If at home, make sure you're in a location close to your Wi-Fi router
- Ask others in your household not to use heavy internet bandwidth while you're interviewing
- Shut down all other programs on your device
- Ensure your name is displayed correctly

Download The Desktop App

- While a web version is available, the desktop app allows for a smoother experience
 - https://zoom.us/download#client_4meeting
- After the app is installed on your device, you will have to login with your account username and password

Zoom Desktop App



Advice for Virtual Interviews

Tips, tricks and troubleshooting

General Advice

- **Be patient**-virtual interviews are new for everyone and regardless of experience, we only have so much control over the technology
- **Move your mouse** throughout the call or adjust your screen sleep setting (under Power & Sleep on Windows 10)
- Make sure your devices are **plugged in/charged** or have backup batteries available (**plugged is better!**)



Have all your information available

- Did you read through all instructions the program provided?
- What is the advice or contingency plan from the program in the event you are unable connect to Zoom?
 - The interviewers have your contact information and cell phone number. They will call you with Doximity to video interview you.
 - If that Plan B fails, they will call your cell and have a phone interview.
- Do you have your questions ready?

Check Your Internet Connection and Camera

Make sure you have a good internet connection

- Run a speed test at www.speedtest.net and ensure at least 30 mbps download and 4 mbps upload speeds
- Pay for more internet speed, if necessary. (Only applicable for interviewers from home).
- Upgrade your router, if necessary.

Test your Camera

- Do a Zoom video test
- <https://zoom.us/test>

Set Up Your Physical Space

Stage your background to minimize clutter and anything with words or movement

- Solid colored wall is best.
- Neutral wrapping paper, butcher paper, or newsprint make great backgrounds.
- A neutral shower curtain (without a pattern) and a few 3M hooks also make an easy-to-hang background.

Place a “**Do Not Disturb**” or “**Quiet Please – Interviewing**” sign on your door

Set up lighting facing you, not behind you

- Natural light is best, but use ring lights/lamp lights to remove shadows on your face
- Spend time testing this so interviewers can truly see your body language and face

Choose a proper chair if you are not standing

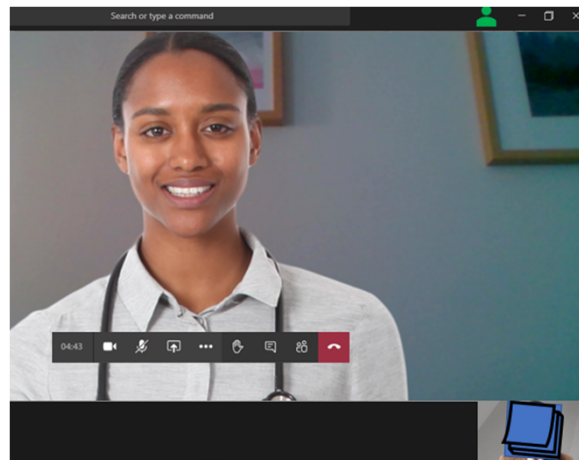
- Use a four-on-the-floor chair that does not swivel or lean back. Everyone will start to rock or swivel after some amount of time.
- Choose a chair with a lower back. If it can be seen in the camera frame, executive desk chairs can make the interviewer seem diminutive.

Camera Placement

- Place your camera to optimize the frame and stabilize it.
- Raise your camera to eye level or slightly higher by using books, an elevated desk stand, or a camera tripod.
- NEVER hold your camera or device with camera. You will eventually start to shake.
- You should be framed from the shoulders-up with some space above your head and sides. Too much background space impacts your interaction with the candidate.

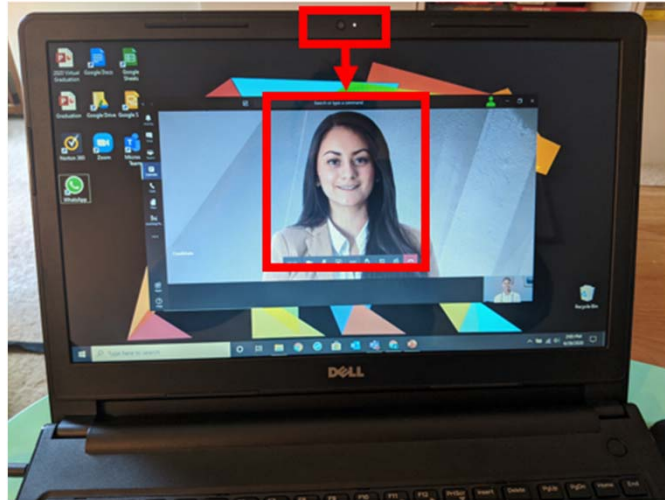
Make Eye Contact With The Camera

- Put a post-it note over your video if you find video of yourself distracting



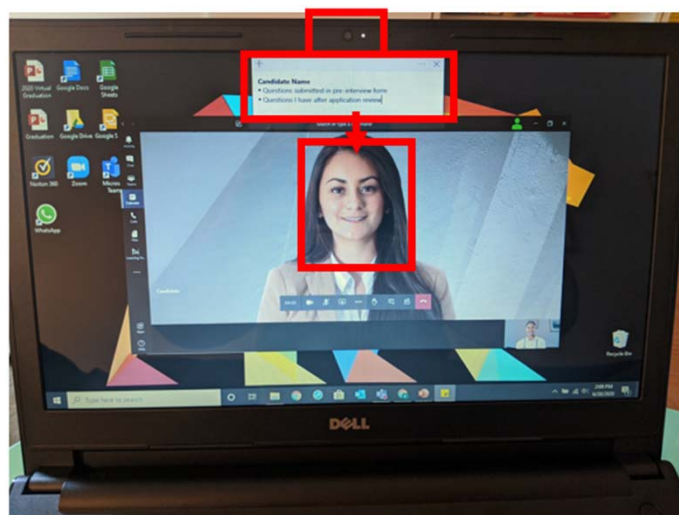
Maintain Eye Contact With The Camera

- In full screen mode, the applicant will be directly under your camera
- If you are not in full screen mode, make sure the window is directly under your webcam



Maintain Eye Contact With The Camera

- If you have notes you want to reference during the interview, save them to a virtual 'Sticky Note' on your desktop or a small Word window and place it under your camera



Set Up Your Virtual Space

- Minimize or close any windows you do not need
- Mute or close any apps that could play a notification sound during your video call
- Silence your pager, cell phone, house phones, and computer notifications (e.g., email applications)
- Avoid Virtual Backgrounds
 - Regardless of using a green screen and proper lighting, virtual backgrounds are distracting. They sporadically cut off hands, faces, or make glasses invisible.



Assess Your Audio

Do you need a plugged-in microphone?

- Listen to the background noise in your interview space. If you hear anything, use a microphone.
- Plugged-in microphones are as little as \$7 at Walmart
- If using a Bluetooth microphone, be sure it is charged or have extra batteries

Are you using wired or wireless headphones?

- Built-in microphone is best
- Be careful when using wired headphones with mic
 - The mic tends to rub against clothing and buttons, producing a loud scraping sound

Appearance

- Hair should not impede the view of your face/facial expressions.
- If your lighting casts a reflection on your glasses, move your light source so it is above and to the side of your face.

Attire

- Should be unpatterned, colorful, appropriate, and complete.
- Patterns can sometimes show up pixelated and distracting.
- Use color to draw attention to you as you'll only be seen from the shoulders up.
- Dress from head to toe in case the camera falls and shows below your shoulders.

Body Language Matters

- If you talk with your hands, be sure to keep them near your face so they are on camera.
- Leaning away from the camera or crossing your arms can be interpreted as disinterest.

Maintain Eye Contact With The Camera

- Place notes near your camera, not beside the keyboard.
- Printed key questions can be posted just behind the camera.
- Post-it notes by the camera can serve double purpose of blocking the view of yourself and having questions written on them.

More General Advice

- Avoid eating or chewing gum-it is distracting and can sound like ASMR through your microphone.
- Remember to pause, without filler words, throughout your conversation.
 - In the event of a delay, this allows the audio to catch up with the video .
 - This also allows the candidate to ask a question.

Joining a video call

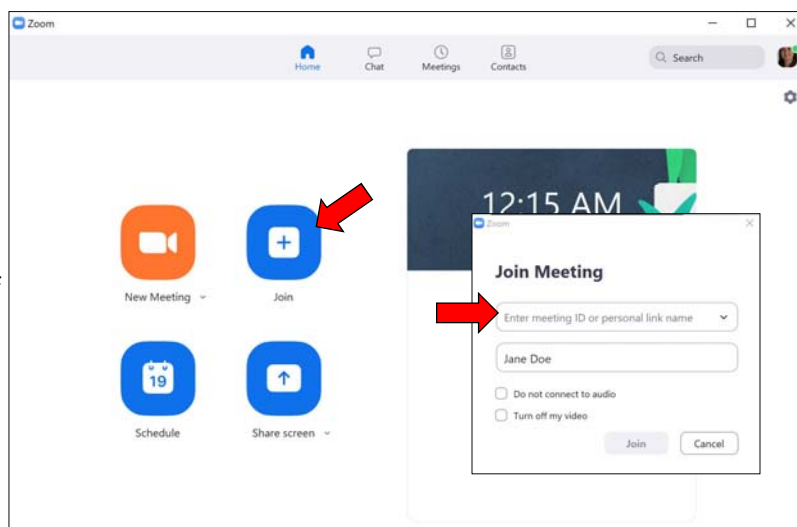
How will meeting information arrive?

- Zoom links will arrive via email through ERAS messenger



Joining A Call From The Desktop App

- Click **Join** on the left
- In the pop-up box, enter the Meeting ID number from the invitation email
- Correct your name, if necessary, to the name in ERAS
- Click **Join** again



Meeting Invitation

Molly Morris is inviting you to a Zoom meeting.
Join Zoom Meeting
<https://success.zoom.us/j/8924190324?pwd=...>
 Password: [REDACTED]

Topic: Molly Morris' Personal Meeting Room

One tap to join audio: +16699006833,,8924190324# (US Toll)
 Or, Dial: +1 669 900 6833 or +1 646 876 9923 (US)
 877 853 5247 or 888 788 0099 (US, Toll Free)
 +1 647 558 0588 (Canada)
 855 703 8985 (Canada, Toll Free)

Meeting ID: 892 419 0324
 Password: [REDACTED]

More International Numbers: <https://success.zoom.us/u/ako65KIP7>

Or, join by SIP
 8924190324@zoomcrc.com
 Password: [REDACTED]

Annotations:
 - Meeting link & password: points to the URL and password field.
 - Teleconference #: points to the audio dial-in numbers.
 - Meeting ID & password: points to the Meeting ID and password field.

Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Windows | Mac

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.

zoom

Join a Meeting
Sign In

• Sign in to Zoom then click **Join**.

Join

3. Enter the **meeting ID** number and your display name.

- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.

Join a Meeting

Meeting ID or Personal Link Name

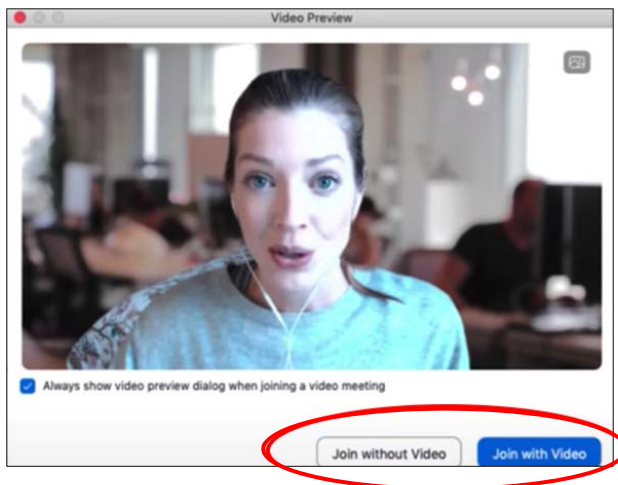
Grant MacLaren

Do not connect to audio

Turn off my video

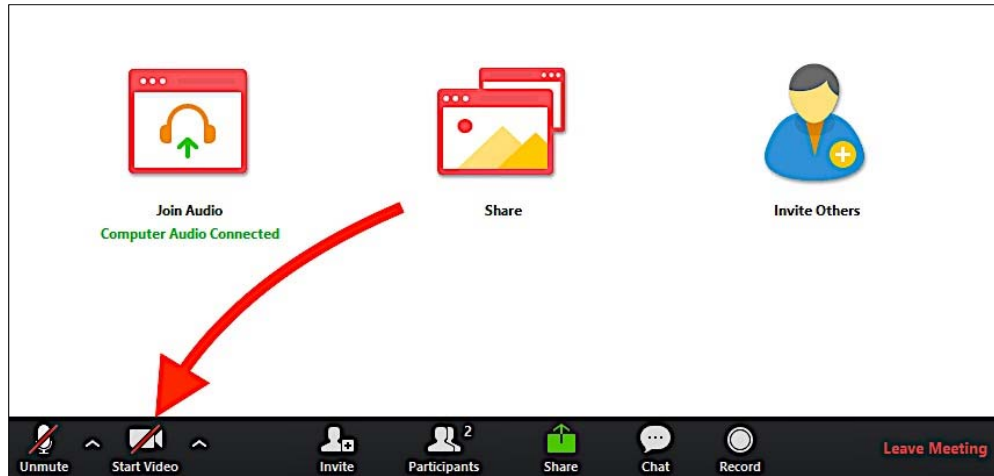
4. Select if you would like to connect audio and/or video and click **Join**.

Before Entering The Call

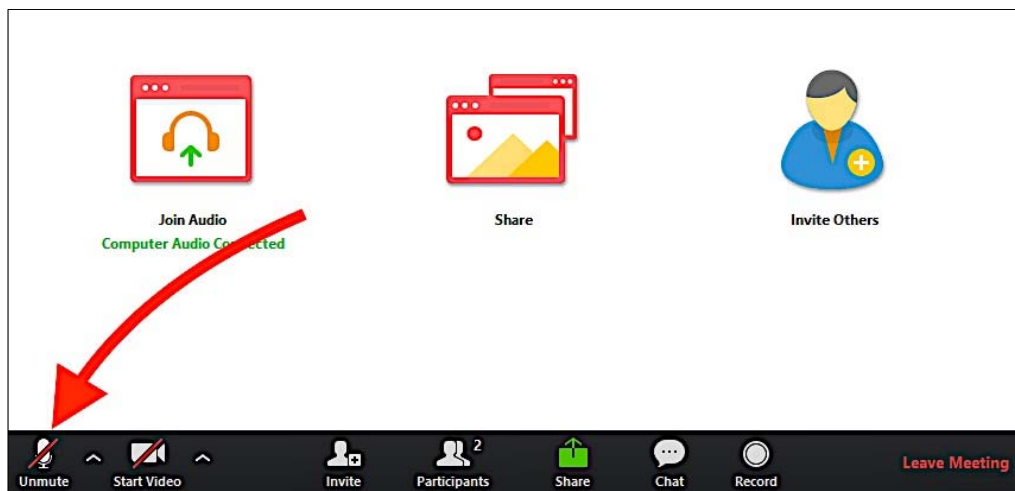


- You will be able to preview your video

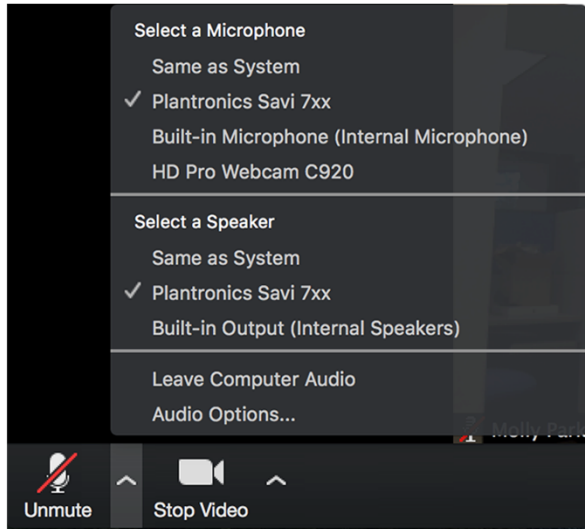
Enabling Video During Zoom



Enabling Mic During Zoom



Selecting An Audio Source During Zoom



- The native mic built into your device should be sufficient but if you opt to use a headset or Bluetooth device...
- Click ^ beside Mute/Unmute to bring up the Device settings panel
- Select the device you will be using from the list
- If your microphone device quits working, return here to select another device

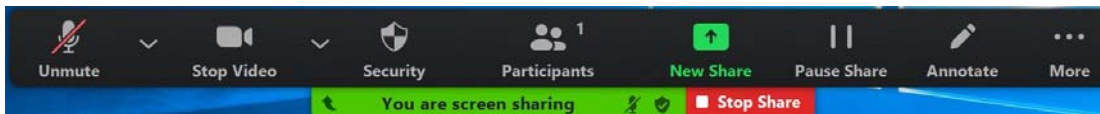
Functions used within a video call

Function Bar

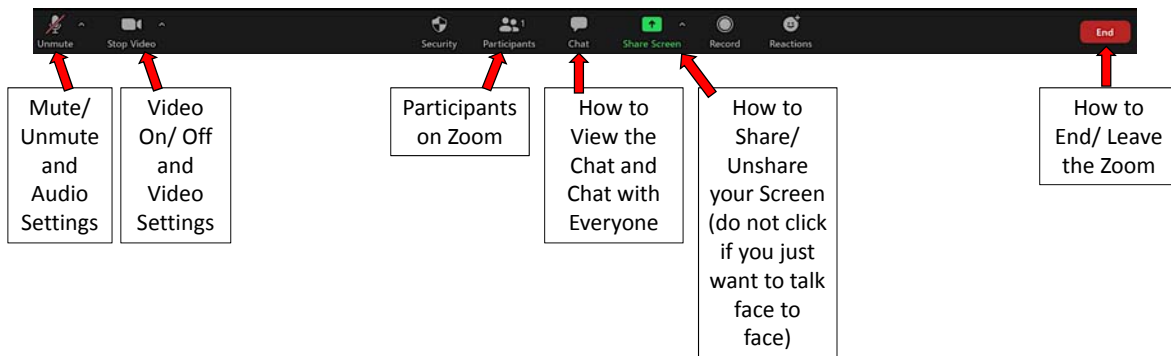
- Location is fixed at the bottom of the screen and cannot be moved to a different part of the screen



- However, in screen share mode, the bar does move to the top of the screen and additional functions may appear if turned on



Function Bar Icons Explained



Run a test call

Find a partner to test your setup

Things To Test

You should run your test in the physical space and on the computer/device you will be using during interviews

- Run a bandwidth test by Googling 'test my internet speed'
- Is your video clear? How is your lighting?
- What is visible in your background? Is it distracting?



Things To Test

- How does your audio sound?
- If using an embedded mic, are you sitting close enough to be heard clearly?
- If you are using a headset or earbuds, how do you sound?
 - **Remember, you should test the device and connection you will be using during interviews**

