

APDEM Fellowship Recruitment Resources Toolkit:

1. Fellowship Website development:

Declare interview format

Declare commitment to diversity and inclusion

Include program mission and vision statement

Outline of application review and selection criteria

Consider including fellow testimonials, PD message and other faculty/training related info in video format if possible

Fellowship branding (focus on an area highlighting unique aspect of fellowship or a core value/principle integral to fellowship mission)

Tour of program/institution/city related information

Resources:

<https://www.youvisit.com/tour/brown/>

Interesting website with a 'virtual tour' of Brown University

https://www.hopkinsmedicine.org/som/gme/residents-fellows/recruiting_videos.html

<https://surveys.aamc.org/se.ashx?s=7C7E87CB561EC358> (These recruiting videos are for your use to promote Johns Hopkins and Baltimore. Programs are welcome to create their own videos, or use one or more of these).

<https://thalamusgme.com/residency-programs-how-to-best-brand-your-program-for-virtual-interviews/>

2. Faculty training/development related to cultural competence, implicit bias and equitable hiring/recruitment.

Ensure a diverse fellowship recruitment committee comprising of faculty, fellow and program staff members to provide oversight of candidate application review, interview and selection process. Clearly define application review and selection criteria to ensure transparency and fairness. Apply principles of equitable hiring to guide transparent and fair hiring practices.

Resources:

Rising above Cognitive Errors Guidelines for Search, Tenure Review, and Other Evaluation Committees JoAnn Moody, PhD, JD (www.diversityoncampus.com)

APDEM's Diversity, Equity, and Inclusion Committee document

<https://www.youtube.com/watch?v=-053AUVYPw8> (In this brief (3 minute) video, Dr. Quinn Capers, IV, Associate Dean for The Ohio State University's College of Medicine Admissions, shares strategies to minimize implicit bias).

“What You Don’t Know: The Science of Unconscious Bias and What To Do About It in the Search and Recruitment Process” <https://www.aamc.org/what-we-do/mission-areas/diversity-inclusion/unconscious-bias-training>

AAMC Holistic Principles in Resident Selection - An Introduction
(<https://vimeo.com/414625110/b3db3b9700>)

Marbin Jyothi MD; Hutchinson Y-Vonne JD; Schaeffer Sarah MD, MPH. Avoiding the Virtual Pitfall: Identifying and Mitigating Biases in Graduate Medical Education Videoconference Interviews. Academic Medicine. DOI: 10.1097/ACM.0000000000003914

Jeffrey W. Fuchs, BS, Quentin R. Youmans, MD. Mitigating Bias in the Era of Virtual Residency and Fellowship Interviews. Journal of Graduate Medical Education, December 2020. DOI: <http://dx.doi.org/10.4300/JGME-D-20-00443.1>

3. Interview process:

Liaise with institutional GME and other professional organizations to decide on the interview format. Ensure faculty, fellow and staff training on the virtual interview platform used (Webex-Zoom etc). Ensure technical help is available for trouble shooting and a back-up plan to continue tele-interview in case of a technical glitch. Consider structured interview to ensure uniformity and objectivity. Incorporate fellow and faculty feedback regarding the virtual interview process to ensure ongoing performance and quality improvement.

Resources:

(The following links provide access to very useful information from the AAMC – has information geared toward residents and residency programs, but applicable to fellowships. Multiple helpful PDFs with tips/recommendations/best practices. With information for applicants, PDs, and faculty that are interviewing virtually).

<https://www.aamc.org/what-we-do/mission-areas/medical-education/conducting-interviews-during-coronavirus-pandemic#:~:text=Given%20the%20need%20for%20a,phone%20or%20through%20video%20conferencing.>

https://www.aamc.org/system/files/2020-09/20-127%20Virtual%20Interview%20Tips%20for%20Program%20Directors_Final%209.3.pdf.

[https://www.aamc.org/system/files/2020-05/Virtual Interview Tips for Interviewers 05142020 0.pdf](https://www.aamc.org/system/files/2020-05/Virtual%20Interview%20Tips%20for%20Interviewers_05142020_0.pdf).

<https://vimeo.com/437897247>. (Creating a positing virtual interview experience-aamc.org).

<https://vimeo.com/436186898>. (Prep for success in your virtual interview-aamc.org)

<https://www.indeed.com/hire/c/info/best-practices-for-virtual-interviews>. (Indeed.com is a website that helps employers find employees. This page details helpful information for conducting a virtual interview – would be helpful for PDs and faculty performing interviews).

https://www.aacom.org/docs/default-source/aogme-documents/recommendations-and-information-on-virtual-interviews.pdf?sfvrsn=fd010c97_2. ((Recommendations and Information on Virtual Interviews from the American Association of Colleges of Osteopathic Medicine – very nice PDF with information about virtual interviewing, that includes links to articles that are also helpful. Great resource).

<https://thalamusgme.com/blog/> (Information from Thalamusgme.com – a GME interview management platform – blog posts include information about ‘branding’ your program, selecting video interview software, and tips for programs and for applicants).

<https://blogs.jwatch.org/general-medicine/index.php/2020/05/virtual-residency-recruitment-in-the-timeof-covid/>. A guide to video interviewing with tips for both programs and applicants from a chief resident in IM, posted to the NEJM blog.

https://hwpi.harvard.edu/files/ocs/files/interviewing_1.pdf. (Harvard Interview Resource).

<https://onlinelibrary.wiley.com/doi/full/10.1111/medu.12224>. (Internet-based multiple mini-interviews for candidate selection for graduate entry programs).

https://cdn2.webdamdb.com/md_MjfmqP0zOy88.mp4?1601338236 (Training Program Directors Committee Webinar Virtual Recruitment. Session presented by Michael T. Melia, M.D., Lisa Chirch, M.D., Brian Blackburn, M.D., and Rachel Shnekendorf, M.P.H.; hosted by Jessica L. Bienstock, M.D., M.P.H.)

<https://www.indeed.com/career-advice/interviewing/zoom-interview>. (18 Tips for Succeeding During Your Zoom Interview).

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>. (Zoom video tutorials).

https://cdn2.webdamdb.com/md_cBroV2SeWi37.mp4?1601337424 (Session presented by Dr. Laura Hanyok, Assistant Dean for Graduate Medical Education, includes practical tips about technology and interview best practices).

<https://vimeo.com/437897247> (AAMC-Creating a Positive Virtual Interview Experience)

<https://associationforacademicpsychiatry.growthzoneapp.com/ap/CloudFile/Download/zLwadxAp> (Considerations for Program Directors Planning Virtual Residency Recruitment)

<https://www.ashp.org/-/media/assets/professional-development/residencies/docs/streamlining-residency-interview-process.ashx%20>. (Streamlining the residency interview process using Web-based teleconferencing).

<https://www.sciencedirect.com/science/article/abs/pii/S1076633220302993>. (Video Interviewing: A Review and Recommendations for Implementation in the Era of COVID-19 and Beyond).

<https://onlinelibrary.wiley.com/doi/10.1002/aet2.10486>. (Zooming In Versus Flying Out: Virtual Residency Interviews in the Era of COVID-19).

4. Ensuring parity and equity during virtual, in-person or hybrid interviews:

Resources:

<https://doi.org/10.1245/s10434-020-09398-2> (Direct Comparison of In-Person Versus Virtual Interviews for Complex General Surgical Oncology Fellowship in the COVID-19 Era)

Virtual Interviews for Fellowship and Residency Applications Are Effective Replacements for In-Person Interviews and Should Continue Post-COVID-Invited commentary-Wright AS. Vol. 231, No. 6, December 2020. J Am Coll Surg