

**APDEM DEI Committee
Subcommittee on Diversity/Inclusion**

Creation of interim toolkit for application review and interview season to increase diversity and equity in the fellowship application process.

Suggestions for the ERAS review process

Pay attention to filters that you set

This can limit the diversity of the applicant pool you see (e.g., University vs Community residency, US vs Visas, USMLE filter, etc.). We suggest only using filters for *absolute* exclusion criteria.

Start with a race/ethnicity/visa blind evaluation process

- In this stage, you would identify Tier 1 candidates—applicants that you know you must invite. Such candidates could include internal applicants, applicants with extraordinary scholarship, etc.
- Also in this stage, you would identify Tier 3 candidates—candidates you know you will not interview (e.g., based on significant concerns in LORs, significant performance issues, significant professionalism concerns).
- The majority of candidates will be Tier 2.

Switch to a race/ethnicity conscious approach

- At this point, unblind selected characteristics and follow a race/ethnicity conscious approach to further evaluate candidates in Tier 2. Such information can be used to help meet diversity goals of the program.
- Consider having additional (minimum 1 extra) faculty review these Tier 2 applicants—try to have diversity in the faculty reviewing the applications.
- **Special note regarding photographs:** We suggest keeping some ERAS items blinded, particularly those that can be a source of influence/bias yet should have no bearing on the selection process (e.g., photographs).
 - We suggest that other ERAS items (e.g., history of misdemeanor or felony convictions) could remain similarly blinded during the selection stage.

Special notes regarding Visa status

- If your program supports J1 visas but not H1 visas, it's important to recognize that applicants on a H1 visa may be willing to switch to a J1 visa to train at your program. It may be worth reaching out to the candidate to verify this (especially if your website has identified this information).
- Please make sure you explicitly disclose which visas your program can support on your webpage.

Page 2 of 2

APDEM DEI Committee - Subcommittee on Diversity/Inclusion

Suggestions for the Interview Process

Train your faculty interviewers

Utilize unconscious bias training or diversity training at your institution. Consider requiring training for all faculty interviewers. Utilize the Implicit Bias Video Series from the UCLA Equity, Diversity, and Inclusion office, available [here](#). You can also use the resources from your own office of diversity and inclusion.

Discuss diversity consideration in the program director's overview

Highlight diversity within the program and in the community the program serves. Include information on LGBTQ, rural/urban, first generation physicians and efforts by program to address DEI issues.

If you are doing a video show the diversity in your program and in other programs at your institution.

Consider using structured interviews

These interviews use standardized questions that are scored to create a more uniform assessment process for all applicants. Such standardized questions should be designed to assess ACGME core competencies. Since some candidates prefer unstructured interviews, an option is to start with structured interview questions (which will be graded) and then move to an unstructured interview. Best practices for conducting residency/fellowship interviews can be found [here](#).

Consider adding a member of the office of diversity and inclusion (if possible) to your interview group)

This person could focus on behavioral and inclusiveness assessments (not medical assessments).

Virtual Interviews Online

To reduce unconscious bias during virtual interviews we recommend the following training, available [here](#).