











BEST PRACTICES FOR VIRTUAL INTERVIEWS

STRUCTURE, TIMING, & LOGISTICS

-  **Make the most of virtual platform (Zoom, Thalamus, etc.) features:** utilize breakout rooms, “pin video” (to keep video on applicant) and disable ‘Auto Stop’ to prevent an abrupt end to interviews.
 -  **Build in breaks between interviews:** organized interview days build in 5-10 minutes between each interview; the maximum number of back-to-back mini-interviews should be 6-7 per applicant. Dedicate an administrator to prompt interviewer(s) and applicant at five minute and one minute mark.
 -  **Include multiple interviewers per session:** helps to build rapport and creates a dynamic interview experience. The recommended ratio is 2- 3 interviewers to 1 applicant; consider having current trainees ask pre-interview questions.
 -  **Implement real-time scoring:** platforms like Google Sheets allow for real-time scoring in a centralized location. Administrator should black out scores immediately after entry to maintain impartiality.
 -  **Plan & practice:** hold weekly administrative test runs prior to interview season to minimize technical difficulties; dedicate 1-2 administrators to run point behind the scenes.
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INTEGRATING DIVERSITY, EQUITY & INCLUSION INTO INTERVIEW DAY

-  **Standardize interview questions/evaluation criteria:** interview committee should agree on criteria to be used for selection (holistic review). Articulate concrete examples for positive and negative evaluations; provide a facilitator who does not vote but ensures agreed upon steps are implemented.
 -  **Get familiar with your unconscious bias:** watch the AAMC’s unconscious bias [video](#) with your team prior to interview season. we all have it, but preempting biases ensures a more equitable selection process.
 -  **Interview committee should reflect diversity of desired residency class:** this includes diversity of age, sexual orientation, race, ethnicity, personality style, professional focus and level of training.
 -  **Use interview space to demonstrate a visual commitment to diversity and equity:** [add your pronouns on Zoom](#), add the pride flag in camera’s view, offer a standard virtual background for all candidates.
 -  **Build DE&I information and resources into interview day:** discuss what the program is currently doing to enhance its’ commitment to DE&I and anti-racism. The CDI will offer receptions for applicants throughout the interview season and provide DE&I resource packets to be distributed to all applicants.
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ENHANCING THE VIRTUAL INTERVIEW EXPERIENCE

- **Host a pre-interview event:** 7-9pm EST is an ideal time to accommodate west coast applicants and those who may be coming off their day shift. *Tip: host a virtual pre-interview dinner. If possible, provide UberEats/GrubHub/etc. credit!*
- **Build out an agenda:** A mix between structured and unstructured time; arrange dedicated time with current residents/trainees, such as a post-interview Q&A. *Tip: Ask applicants to submit questions prior to interview day.*
- **Add a video tour:** Program-specific video tours help applicants to envision the hospital campus/Boston.
- **Invite applicants to attend CDI Receptions:** MGH & BWH CDI will host [virtual receptions](#) throughout the interview season catered toward applicants who are underrepresented in medicine (UIM).