Best Practices for Conducting Micrographic Surgery & Dermatologic Oncology (MSDO) Fellowship Virtual Interviews

Virtual Interview – Rationale and Purpose

The [Association of American Medical Colleges](#) strongly encourages medical school and teaching hospital faculty to conduct interviews with potential students, residents, and faculty in a virtual setting – either by phone or through video conferencing.

The Fellowship Training Committee of the American College of Mohs Surgery strongly recommends using virtual interviews in your applicant selection process.

Program Directors are strongly encouraged to send both acceptance and refusal letters by email to applicants.

Virtual Interview - Logistics

- Purchase **Zoom Pro** Platform or utilize approved platform from your institution

- Test system in advance with your MSDO faculty/interview team

- One coordinator moderates each Zoom room - Waiting Room, ChatFunction, Muting

- Consider 20 minutes for each interview

- Candidates are scheduled according to time zone

- Failsafe: ad hoc phone conferencing

- Compile a list of faculty and candidate cell numbers

Virtual Interview - Sample Schedule*

2020 INTERVIEWERS	MSDO FELLOWSHIP PROGRAM OVERVIEW	PD & MD 1	Associate PD & MD 2	FELLOWSHIP COORDINATOR & RN	MOHS LAB TECH or FELLOW PRESENTATION	MSDO FELLOW
2020 ROOM	Group 1 Applicants	Interview Room 1	Interview Room 2	Interview Room 3	Interview Room 4	Interview Room 5
8:00AM						
8:20AM						
8:40AM						
9:00AM						
9:20AM						
9:40AM						
10:00AM	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:20AM	Group 2 Applicants					
10:40AM						
11:00AM						
11:20AM						
11:40AM						
12:00PM						

* Can expand this format if you have additional interviews and additional applicants

Virtual Interview – Sample Zoom Itinerary

Time	Zoom Link	Meeting ID	Interview Room
12:00PM	Fellow Presentation/ Q&A Room 4 https://us04web.zoom.us/j/523170207	523 170 207	4
3:20PM	Faculty Interview Room 1 https://us04web.zoom.us/j/692998830	692 998 830	1
3:40PM	Faculty Interview Room 2 https://us04web.zoom.us/j/136655140	136 655 140	2
4:00PM	Faculty Interview Room 3 https://us04web.zoom.us/j/893034982____	893 034 982	3

Coordinators

Name of applicant – (cell phone # of applicant)
Name of applicant – (cell phone # of applicant)
Name of applicant – (cell phone # of applicant)
Name of applicant – (cell phone # of applicant)

Other virtual interview ideas

(For <u>accepted</u> virtual interview candidates)

1. Review a 5-minute Video Introduction prior to Interview Day describing interests and hobbies.
2. Recommendations for Power Point Presentation/Video to Showcase Your Program:
   a. Intro of Faculty, Program Coordinator, Mohs Team (Advanced Practice Providers, Nurses, MA's, etc.)
   b. Intro to Mohs Lab and Histotechnicians
   c. Location of Clinic(s)
   d. Review Weekly Clinical /Call/ Conference/Research Schedule
   e. Review Typical Case Load, Types of Cases
   f. Rotations with other Specialties
   g. Specialized Clinics (e.g. Transplant Clinic, etc.)
   h. Cosmetic Training
   i. Electives
   j. Salary, Vacation, CME time
   k. Curriculum
   l. Overview of Conference/Meetings
   m. Research/Scholarly Activity Requirement
   n. Teaching Responsibilities
   o. Highlight City/Town

Other virtual interview ideas (cont'd)

    p. Graduate Fellows Practice Type and Location

    q. Define "Fit". Programs should discuss the definition of fit in the context of their program's mission, goals, and learning environment. Two dimensions of fit include:

        1.) Person-organization fit refers to compatibility between an applicant's personality, attitudes, work and learning style/preferences, and goals and the organization's culture.

        2.) Person-job fit refers to compatibility between an applicant's competencies, knowledge, skills, abilities, and other attributes and the competencies and characteristics required to learn and perform the job successfully. *(AAMC.(2016,Sep). Best Practices for Conducting Residency Program Interviews. Retrieved from https://www.aamc.org/media/44746/download)*

3. Interviews with Program Director, Faculty, Mohs lab staff, Fellowship coordinator, Practice manager, Clinical Manager, Fellow, etc.

4. Q and A Session

5. Closing Remarks with Follow-up Plan:

    a. Thank participants

    b. Let applicants know if on-site interviews will be offered and give timeframe for further acceptance vs refusal email

    c. Let applicants know if a supplemental video of Dermatologic Surgery Technique will be requested, following Fellowship Training Committee guidelines. ***Note:*** *The skill set video is an* <u>*optional*</u> *application component, and the goal is to streamline the guidelines so applicants only have to create one video to submit to interested fellowship program.*

Virtual Interview – Tips for Faculty and Staff

- Use desktop with 2 screens
  - One screen for applicant file (downloaded in advance; can scroll through files during interview if needed)
  - One screen for Zoom interview
- Use standardized applicant scoring (decide scoring criteria in advance forconsistent process)
  - 1 – outstanding
  - 2 – above average
  - 3 – average
  - 4 – below average
  - 5 – should never have interviewed
  - Comments
- Faculty and staff to record applicant score **immediately** after each interview

The Virtual Interview—A Practical Guide for Faculty and Staff

This section provides general guidance on best practices for the stages of the fellowship applicant interview process:
1. Preparing for the interview
2. Starting the interview
3. Conducting the interview
4. Closing the interview
5. Evaluating the interview

Stage 1. Preparing for the Interview
The following should be readily available:
• A list of questions or topics to discuss
• A way to take notes during the interview
• The scoring rubric or rating scale(s), if applicable
• The interview schedule with phone numbers for each applicant and interviewer in case of Zoom technical problems

Stage 2. Starting the Interview
•Welcome the applicant and Introduce yourself, giving your name and title.

The Virtual Interview—A Practical Guide for Faculty and Staff (cont'd)

<u>Stage 3. Conducting the Interview</u>

Ask job-relevant questions. It is a best practice for interview questions to be clearly linked to job requirements. If there is a set of predetermined questions or topics from which questions should be asked, it is important to adhere to those questions or topics for consistency across interviews. If interviewers can ask their own questions, make sure they are relevant to the job. When possible, use situational and behavioral questions. Both behavioral and situational questions improve interview structure and have strong psychometric properties. Behavioral questions ask applicants to describe a specific situation, the behavior or action they took, and the outcome or consequence of that behavior. Situational questions pose hypothetical situations that may occur on the job and ask applicants to describe how they would respond in the situation.

Avoid inappropriate questions and always check with your institution's legal counsel about inquiries that may be prohibited by law or employer policy. The following topics should be avoided during an interview:

• Demographics: Age, race, religion, socioeconomic status, ethnicity, sexual orientation, gender identity, national origin

• Family: lineage, ancestry, primary or native language, marital status, maiden name or family surname, relationships or people applicant lives with, family issues (parental status, age of dependents, plans for children)

• Personal: Height and weight, physical and mental disabilities, physical appearance, personal activities that probe for personal affiliations

The Virtual Interview—A Practical Guide for Faculty and Staff (cont'd)

• History: Military discharge, arrests, criminal convictions

• Other programs or specialties, and ranking plans: Information about other programs or specialties to which they might be applying and/or how the applicant plans to rank your program

NRMP policies state that programs cannot require any applicant to disclose information about where they have applied and how they plan to rank programs. For more information, see http://www.nrmp.org/faq-sections/policy-applicants/.

Stage 4. Closing the Interview

Thank the applicant. Be careful not to give the applicants any feedback on their interview performance.

Stage 5. Evaluating the Interview

As soon as possible after the applicant leaves the room, review your notes. Fill in any important details you may have missed. Evaluate the applicant using the approach designed by your program—ideally, before the next interview begins. Ratings of the applicant should be supported by the notes. *(AAMC.(2016,Sep). Best Practices for Conducting Residency Program Interviews. Retrieved from https://www.aamc.org/media/44746/download)*

Virtual Interview - Questions

- The Fellowship Training Committee compiled questions to ask fellow candidates during virtual interviews.
- Divide questions so that each set of interviewers query applicant on the same set of standardized questions – to avoid biases such as gender and age.
- For instance, one interview room will focus on the applicant's research; second interview room will focus on clinical skills/career goals; third interview room will focus on another area

  - Tell me how you work to get perfect approximation on your closures?
  - Give me an example of working on a team where the team was successful.
  - Give me an example of receiving difficult feedback and how you dealt with it.
  - Why do you want to complete an MSDO fellowship?
  - How do you balance work and home life?
  - How do you see yourself contributing to our sub-specialty in the future?
  - Tell me two best pieces of advice you have been given? Why?
  - What would you like to tell me about yourself that is not apparent from your application material?
  - What has been the biggest challenge that you have faced in the last three years and how did you approach them?
  - We have all had to work with people who are difficult. Can you think of someone like that, and tell me about the experience and how you managed it?
  - What are you most proud of in your life?
  - Can you give me an example of doing more than what was required for a job responsibility or project?

  Program Directors may also include their own ad hoc questions as they see fit.

Virtual Interview – Assessment

Advantages

- $$ savings
  - No catering & event planning costs for programs
  - Candidates don't have to pay for flights or housing

- Time savings

- A nice way to narrow down the applicant pool for in-person interviews

Cons
- Potential for internet connection/video quality issues
- Can be more difficult to evaluate candidates virtually
- Unable to tour facilities or see the area in person

Good Luck!

Please share your process and feedback with us.