

## **UTHSC GME Virtual Recruitment Best Practices and General Expectations:**

- Zoom is the preferred conferencing system by UT.
- The coordinator should manage the Zoom interview day, process, breakout rooms, etc.
- A single Zoom link should be set up for the entire interview and individuals moved from breakout room to breakout room as necessary; do not send individual Zoom links for each interview between applicant and faculty.
- Internal applicants should be treated the same with Zoom interviews as outside candidates.
- The virtual interview day should be between 2 and no more than 4 hours in length.
- Faculty interviews should be limited to a minimum of 2 faculty, including the Program Director, to a maximum of 5 faculty. Please carefully select the faculty that you would like to represent the program on a virtual platform.
- No food should be provided remotely to applicants nor to individuals interviewing during the interview.
  - If you wish to feed your residents or faculty that should take place before or after the interviews.
- All faculty need to interview in their office and on their computer with a hard-wired connection.
  - Interviews may not take place in the clinic or via a cell phone and should not take place over Wi-Fi.
- With less faculty doing the interviews, clinical schedules for these individuals should be cleared to ensure timely interviews take place.
- All faculty participating in the interview process must have a meeting with program leadership to discuss Match rules, behavior, and prohibited questions; implicit bias training should be required of all participants in the interview process (PDs, APDs, program coordinators and residents).
- All programs are expected to have a practice run through of the interview via Zoom to ensure the interview and transitions among applicants go smoothly.
- Agenda, instructions, back up plans for connection issues should be emailed to the applicants at least one week prior to the interviews.
- Fellowship programs that are not required to participate in the Match via the All In Policy, may elect to take current UT residents prior to the opening of the Match.