

Guidelines for Interview and Post-Interview Communication for Graduate Medical Education Recruitment in Internal Medicine

The Alliance has adopted the following interview and post-interview guidelines for graduate medical education recruitment in internal medicine. The three main components include a program statement, annual training, and structured initial communication with applications.

Additional resources available at im.org/interviewcomm

PROGRAM STATEMENT

- Confirm adherence to NRMP Match agreement, Code of Conduct, and AAIM policies
- State expectations of on-site communication from program representations to applicants
 - Describe in the clearest terms the most problematic areas of concern
 - Describe the range of benefits and penalties of individual compliance
- State that all program representatives involved in interview-related activities must participate in annual training and complete an attestation form
- State whether the program will engage in post-interview communication
 - Consider the benefits of uniform communication
 - Consider applicant perspectives about post-interview communication and related stress
 - Review best practices to eliminate coercion and inappropriate program conduct, including the timeframe given to applicants to make a final decision and the manner in which offer is made.
 - Consider impact of applicants' time away from fourth year education and logistical burden related to second looks, which the Code of Conduct states should not be required or be implied that participation will impact rank placement.

If yes,

- Describe procedures for program-initiated post-interview communication
- Describe program expectations for responding to applicant-initiated post-communication
 - Define whether post-interview thank you notes will be used for ranking decisions
- Define procedures for informing top applicants
 - Define all terms that are open to interpretation
 - Avoid phrases such as “ranked to match” and “highly ranked”
- Describe procedures for offering a position outside of the Match (if applicable)

If second looks are available,

- State that second looks are not required or imply second visits are used in determining applicant placement on a rank order list.
- Provide links to additional resources
 - Consider benefits of anonymous reporting to program
 - Use unambiguous language in policy

MANDATORY ANNUAL TRAINING

- Download and customize AAIM training templates
- Require annual training of all program representatives – faculty, staff, learners – who will participate in recruitment-related activities
- Review NRMP Match agreement, Code of conduct, AAIM policies, and program policies on appropriate program conduct
- Describe range of benefits of adherence for the program and individuals
- Describe range of negative consequence of non-adherence for programs and individuals
 - Provide data on occurrence and examples of inappropriate communication
- Provide appropriate questions
 - Consider role-playing or scenario-based instruction
- Review practices to mitigate differences in communication based on explicit and implicit biases
- Posting training materials for future reference
 - Consider providing reminder on interview day
- Require completion of annual attestation
 - Record as faculty or professional development activity

STRUCTURED INITIAL COMMUNICATION

- Develop succinct statement about program expectations around communication with applicants
 - Note adherence with NRMP and AAIM policies
 - State that annual training takes place
 - State where applicants can find program policy
 - Provide a program resource(s) for applicants to discuss concerns
- Provide paragraph to applicants prior to the start of on-site recruitment activities