

## **AAIM Guidelines for Residency Interview Scheduling for Applicants and Advisors**

The information below is intended for applications in Internal Medicine (IM), including preliminary IM, and does NOT apply to fields outside of IM.

Applicants spend significant time researching and applying to programs, as well as considerable financial resources to apply and interview at programs. Given the high stakes in scheduling an interview, many applicants are distracted during rounds and educational conferences, concerned that they might lose the opportunity to interview at a desired program. This process of offering interviews can detract from the educational experience of applicants and residents. Program faculty and administrators expend a significant amount of energy on recruitment that could be diverted to current resident training or patient care, so optimizing efficiency of the recruitment process is crucial.

As such, the Alliance strongly urges all programs to extend interview invitations in a manner that preserves and protects the education of applicants and current residents. Applicants should be able to fully participate in educational activities without the fear of missing interview invitations. Recommended guidance to Program Directors includes:

- The [2025 NRMP Match Participation Agreement for Programs](#) state the following:
  - *Extend interview offers that equal, not exceed, the total number of available interview slots (6.2.1).*
  - *Provide applicants at least 2 business days to accept or reject an interview invitation (6.2.2).*
- IM programs have been advised to release information on their website that clearly defines when interviews will be offered (first date and last date).
- IM programs have been advised to follow these best practices for interview invitations:
  - Release initial invitations on Tuesdays and Fridays after 3 pm Eastern Time.
    - We have given this guidance to avoid interfering with morning rounding in the majority of US time zones and to provide clarity for international applicants.
  - Clearly communicate when the majority of interview invitations will be issued (i.e., both anticipated release date and time of day).
  - Be transparent about rejections and waitlist statuses for applicants in a timely manner once these are determined.
- IM applicants are encouraged to refrain from communicating with programs about their status or whether there are interview slots available. If an interview slot is available and the program would like to offer it to the applicant, the program will reach out directly to the applicant to offer it.
- IM applicants should not expect to hear any further response from a program after receiving a rejection, even if the applicant reaches out to them.
- IM applicants are expected to cancel interviews they have no intention of attending as soon as possible, with at least a one-week notice. This allows other applicants to have the interview slot.