

## **AAIM Guidelines for Residency Interview Scheduling for Program Directors**

Residency programs and applicants invest significant time and financial resources in the residency recruitment, match, and interview processes. 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.

The Alliance strongly urges all programs to extend interview invitations in a manner that preserves and protects the education of applicants and current residents. This approach allows applicants to fully participate in their educational activities without the fear of missing interview invitations. Recommended guidance to Program Directors includes:

### **Extension of Interview Invitations:**

- Abide by the [2025 NRMP Match Participation Agreement for Programs](#)
  - *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).*
- Release initial invitations on Tuesdays and Fridays after 3 pm Eastern Time.
  - It is preferred to send invites as late in the day as possible to avoid interfering with morning rounding in the majority of US time zones.
- Clearly communicate on your program website when interview invitations will be issued (i.e., both anticipated release date and time of day).

### **Communication of Applicant Status:**

- Notify applicants about rejections and waitlist statuses in a timely manner once these are determined. Applicants and advisors prefer rejection notifications as opposed to no responses.
  - Waitlist applicants should be notified of rejection status once interviews are completed or when certain the applicant will not be offered an interview.
  - Those not on the waitlist should be notified of rejection earlier (as early as possible).
- Program directors are not obligated to respond to applicant emails after a rejection.
  - Rejection messages should communicate the program's practice for responding to additional communication(s) from applicants.
  - The following is sample language that residency program may use to communicate an applicant's rejection status: *If you receive a rejection from our program, we cannot accommodate requests to reconsider this decision nor will we reply to such requests.*

### **Additional Guidance:**

- Provide full transparency regarding your interview process by clearly defining the following on your program website:

- The date range when interview sessions will be conducted;
- The first and last date that the majority of interview invitations will be released;
  - We recommend updating this information on your program website in a timely manner.
  - We recommend including this information on your or the [AAMC GME Track](#).
    - *In May, GME program directors and institutional sponsors receive an email with details and dates of the National GME Census. The Program Survey portion becomes available for update mid-May. Programs that complete and approve their Program Survey on or before the first deadline in July have their program information uploaded to FREIDA in August.*
  - The following is sample language that residency programs may use to communicate first and last date interview invitation parameters: *The majority of our interview invitations will be sent out by (date). After this time, we may continue to offer additional limited interview invitations or wait list slots as they become available.*
- The amount of time applicants will have to respond to an interview invitation prior to further invitations being released (at least 2 business days);
- If and how applicants will be notified of their application status (i.e., invited to interview, rejected, or waitlisted).

### **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.