

Recruiting Strategies – In Person

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**Scheduling considerations:**

Number of in-person vs virtual days.

Travel considerations.

Pre-interview dinners

Interviewing resident and faculty availability. Choosing residents appropriate for recruiting, while ensuring we have a diverse group of interviewers.

**Resources:**

We used Thalamus for applicant scheduling, itineraries for the day, notes and scoring for interviewers.

We created an interview prep google website for all scheduled applicants to view. The link was included in the original confirmation letter and all email communications prior to their interviews.

* Includes information on our program, the area, travel arrangements, NRMP required information, details for both virtual and in-person interviews.

*If there’s interest,* w*e can look at the website during the session.*

This resource significantly decreased the amount of information we would otherwise email to them or print for them, which also saved me quite a bit of time and energy.

We offered them a complimentary night at a hotel for 1 night. If they chose to stay an additional night, they were responsible for payment, but at a discounted rate.

**Tips:**

Find a system that works best for you to help keep track of and prepare for the different types of interview days (in-person, virtual, hybrid) since the preparation and flow of the days will look different.

If you’re able to offer any travel accommodations, that will help offset the cost and can often be a decision-making factor as to whether they could come in person.

The pre-interview dinners with residents were greatly beneficial for both applicants and residents. It also provided more residents the opportunity to meet applicants in an informal setting they would otherwise not meet if they had interviewed virtually.

Lead Residents were responsible for finding resident volunteers to host and attend the dinners.

Consider hybrid days. After two in-person days, we start splitting those days up with both in-person and virtual interviews (broken down by morning and afternoon sessions) and we were able to interview quite a few more applicants than we would have without incorporating with virtual component.

I found these to be more cumbersome on my end for scheduling and coordination but adjusted throughout the year to improve them.

Important considerations: budget, conference room space for breakfast and lunch, having attendance at the lunches and dinners, extra work for me and our administrative staff.

We decided to conduct in-person interviews again this year due to our rural location, we found that it was important for applicants to get a feel for the area, especially if they’re not familiar with it.

*In 2023, 6 of the 8 applicants we matched with interviewed with us in person.*

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