

Recruitment Challenges and Best Practices

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Overview

- Application Review
- Interview Day
- Rank Order Lists
- Recruitment Challenges
- Post Match Survey
- Advice for a successful recruiting season

Why this topic?

- Favorite part of my job
- Compare Iowa's program vs other programs
- How can we improve?
- How can we get more faculty participation?

Application Review



Number of Applications Received in 2015

- 36 coordinator responses
 - ≥ 500 0.24% 9 programs
 - ≥ 400 51.35% 19 programs
 - ≥ 300 0.16% 6 programs
 - ≥ 200 0.05% 2 programs
- Phone Calls
 - 33 responses
 - 30 programs receive more than 30
 - 2 programs 21-30
 - 1 program 11-20

67% (26/39) of programs PD has help reviewing applications

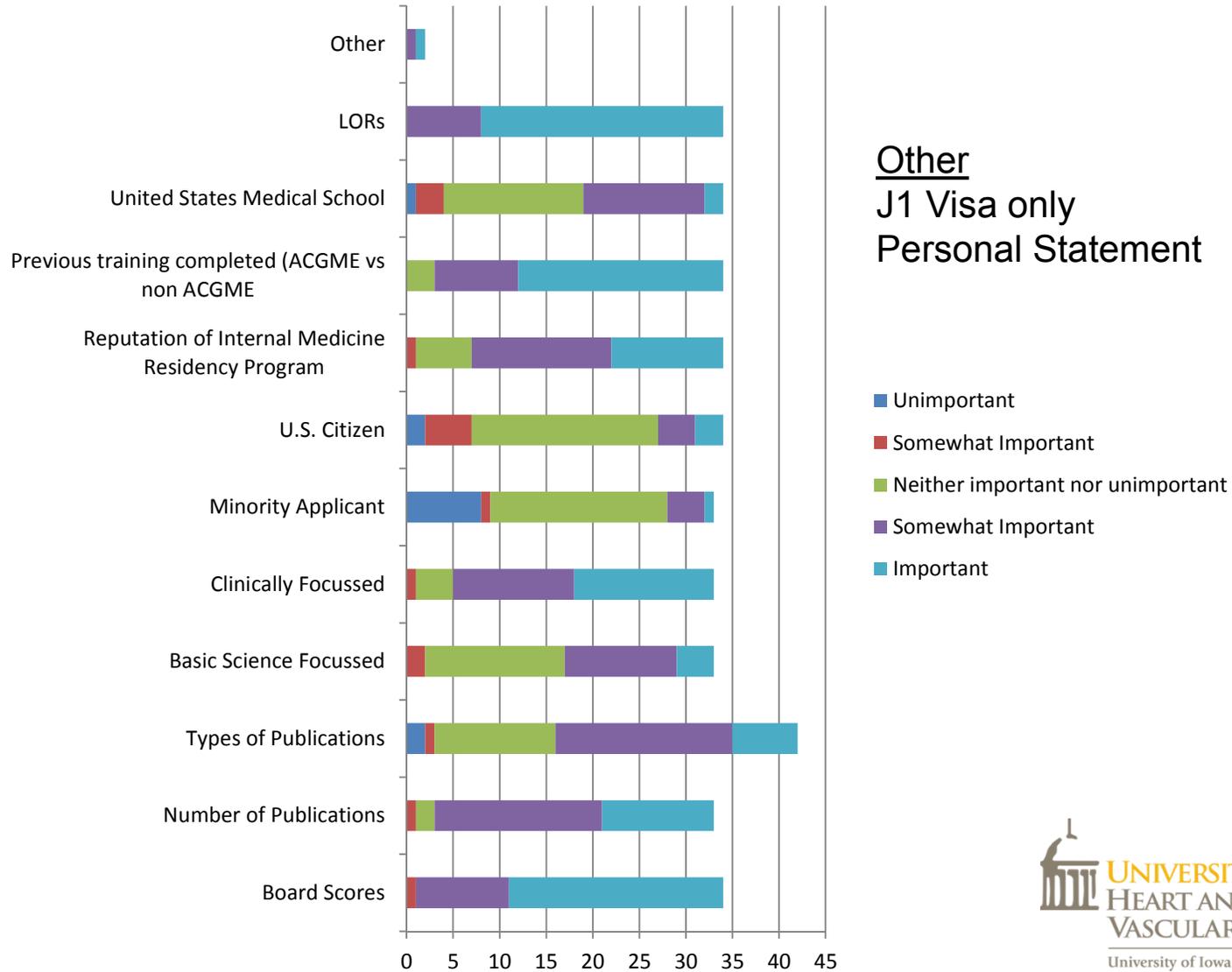
Who helps?

- Program Coordinator
- Key Clinical Faculty
- Associate Program Director (s)
- Research Coordinator
- Selection Committee Chair
- Administrative Assistant

How are applications divided?

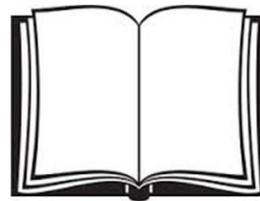
- Alphabetically
- Randomly
- PC/PA does initial screening
- U.S. grads and Foreign Medical Grads each have separate reviewers
- PD initial review then assigns APDs specific applications to review
- PhD helps review research applications

Screening Process



Importance of Publication Type

- First authors and relevant to cardiology
- Peer reviewed- highest value and more weight
- Scholarly Activity regardless of the type
- Book chapters and manuscripts are of note- not case reports or abstracts
- Actual publications rather than abstracts or case reports are looked at closely
- Willing to work on research and topics related to their study content and where it was published



How many programs sponsor visas?

- 34 coordinator responses
 - All said “YES”
 - 18% or 6 of 34 sponsor H1B and J1 visas
 - 68% or 23 of 34 sponsor J1s only

Pre-Interview Dinner

- 34 responses, including Iowa program
 - 17 programs or 50% said “YES”
 - 17 programs or 50% said “NO”

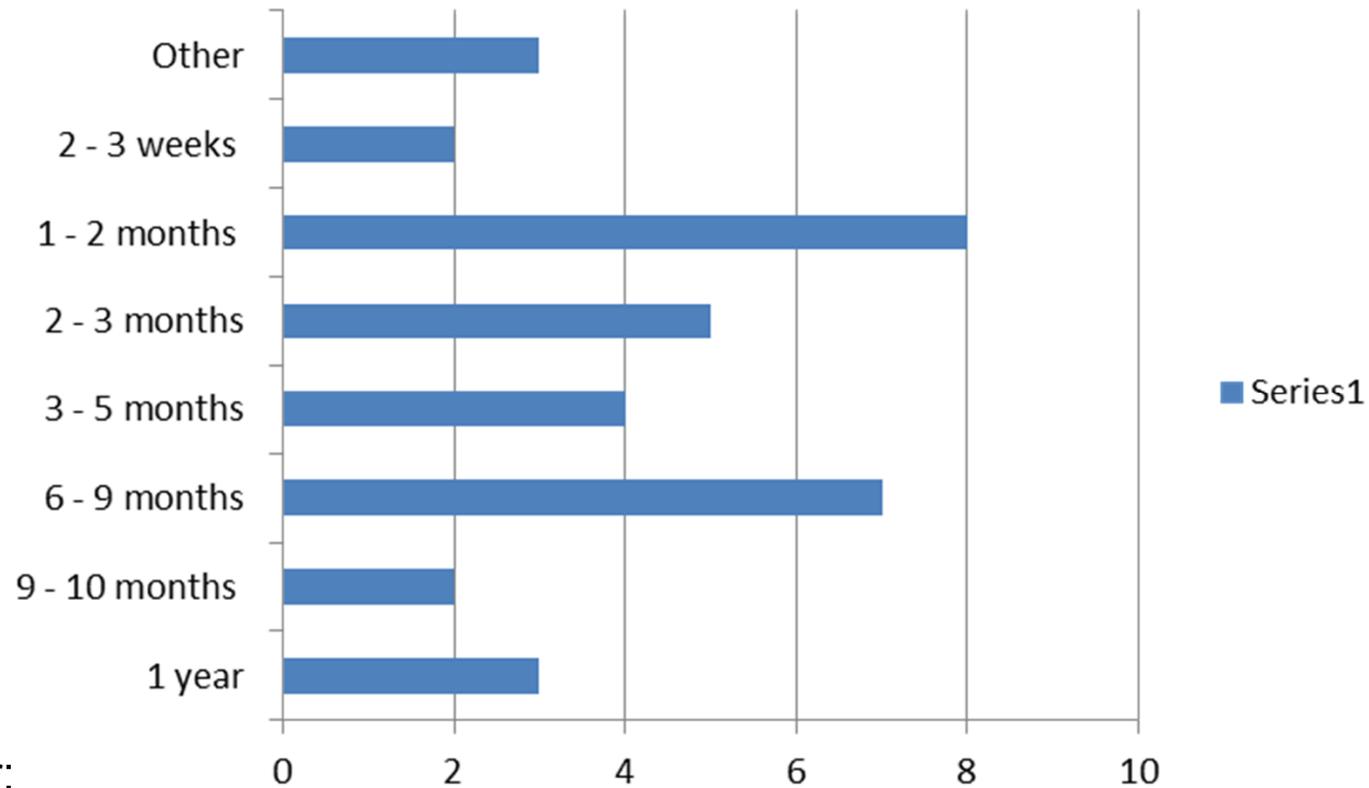


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Interview Day

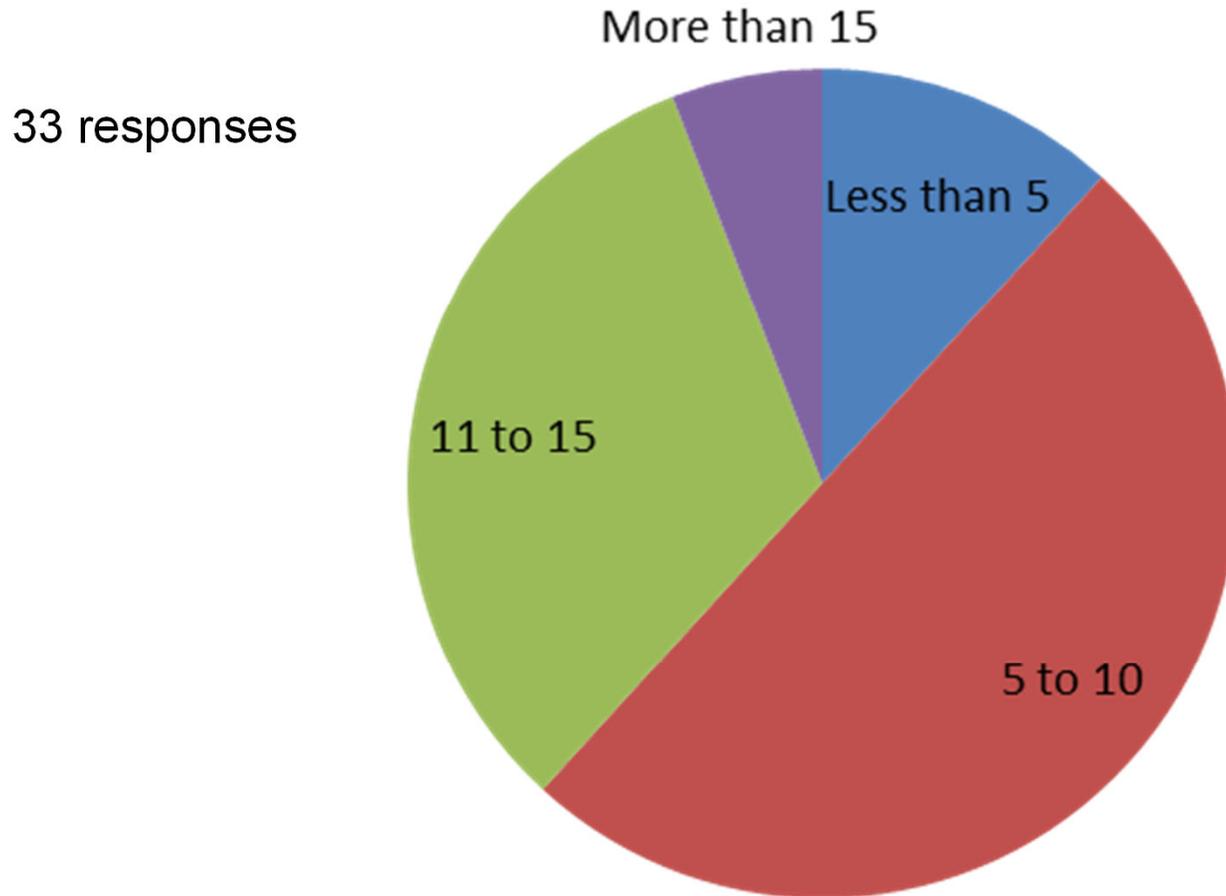


How far in advance do you set interview dates?



Other:
Late Spring
Varies
As far in advance as possible

Number of Applicants Per Day



Iowa Program: 11 – 15 per day

What do I provide to applicants?

Before Interview Day

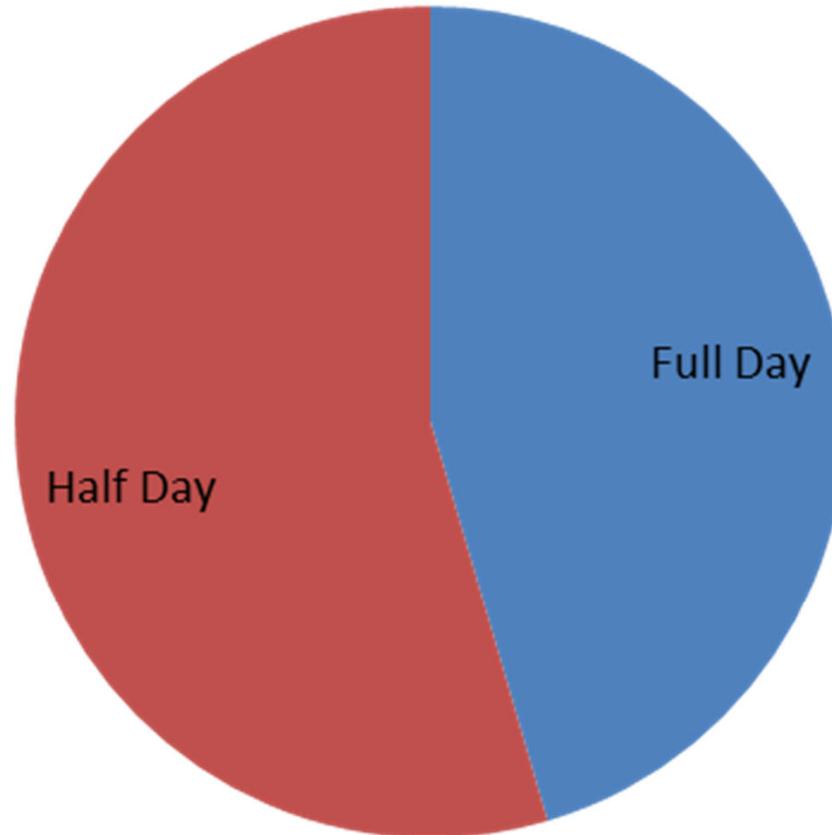
- Email confirmation
 - Interview date
 - Hotel information
 - Local airports
- 2 days before interview
 - Interview schedule
 - Location of pre-interview dinner – cell phone number of who to reach if flight is delayed, etc
 - Detailed directions to conference room
 - Parking instructions

Day of Interview

- Folders
 - Copy of schedule
 - Iowa City/Coralville visitors guide
 - Articles from the last hospital annual report
 - Heart and Vascular Center News
 - End of day evaluation

Interview Day Length

33 responses



Iowa Program: 4 or 5 interview days, mix between full and half days pending the number of applicants who confirmed they are coming to Iowa

Interview Location

- 33 responses
 - 21 programs interview in one area
 - Applicants hang out in conference rooms or office areas
 - Current fellows take applicants on tours
 - Interviews one area. Orientation, conferences and campus tours are in multiple areas
 - 11 programs have interviews spread out
 - Multiple buildings/floors
 - Split between VA and teaching hospital
 - Teaching hospital in the AM and VA in the PM

Do you escort applicants? Have Help?

- 25 programs escort applicants
 - Do they have help?
 - 14 programs said “YES”. Chief Fellow, another secretary or coordinator
 - 11 programs do not have help
 - Panel Style
 - PC escorts from conference room to interview (No Help)
- 6 programs do not escort applicants
 - Why not?
 - In one area
 - No help and impossible to escort 8 to 10 applicants when interviews are 20 minutes apart
 - Exact locations on itineraries

University of Iowa Hospitals and Clinics



Four main faculty interview in one hallway next to conference room. I have help making sure fellows get to other locations.

Faculty Participation

- How early do you recruit faculty interviewers?
 - 1 year
 - 6 months (12 programs)
 - 4-5 months (2 programs)
 - 3 months (3 programs)
 - 2 months (6 programs)
 - 1 - 2 months
 - 3- 4 weeks
 - Week before
 - Faculty assigned (2 programs)
- Set faculty for interview dates
 - 15 programs do
 - 5 programs do not
 - Some did not understand question
 - Iowa-: 4 main faculty to interview all applicants

Faculty Participation – Cont.

- Subspecialty Faculty Availability
 - 34 responses
 - 68% or 23 programs said yes
 - 32% or 11 programs said no
- Interview Method- Subspecialty Faculty
 - Individual Interviews: 19 programs
 - Group Interviews: 2 programs
 - Meet and Greet Sessions: 9 programs

Iowa Program: Some sub-specialty faculty will interview individually in their offices and others will talk to certain candidates at lunch

Faculty- Pre-determined set of questions?

- 4 programs said “YES”
 - One program has a basic questionnaire but welcome to discuss whatever topics
- 24 programs said “NO”
 - Handle each applicant differently based on their application (Iowa program this way and has basic evaluation form)
- Other Responses
 - Varies from year to year

End of Day Evaluation

- 33 Coordinator Responses
 - 9 programs said “YES”
 - 24 programs said “NO”
- Iowa Program
 - 1st year last fall



CARDIOVASCULAR DISEASE FELLOWSHIP PROGRAM

Interview Day Evaluation 2015

Thank you for taking part in this interview evaluation. We appreciate your feedback and extend best wishes for a successful career.



How useful were each of the following activities in learning about the Cardiology Fellowship Program?

1. Pre-interview information received
2. Dinner with the fellows
3. Overview of Fellowship Program
4. Faculty interviews
5. Tour of UIHC

Not at all helpful

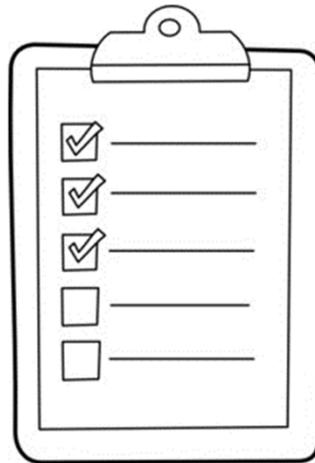
Very helpful

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What were the strengths of the interview day/schedule?

How could we improve your experience?

Rank Order Lists



Are Mini Rank Order List Meetings Useful at End of Each Interview Day?

- 15 programs, including Iowa, said it was useful to meet at end of each day
- 15 programs do not meet at the day of each interview day but have
 - Casual discussions with Program Directors
 - Evaluations/score sheets

How many times are rank order lists discussed?

- Survey Results

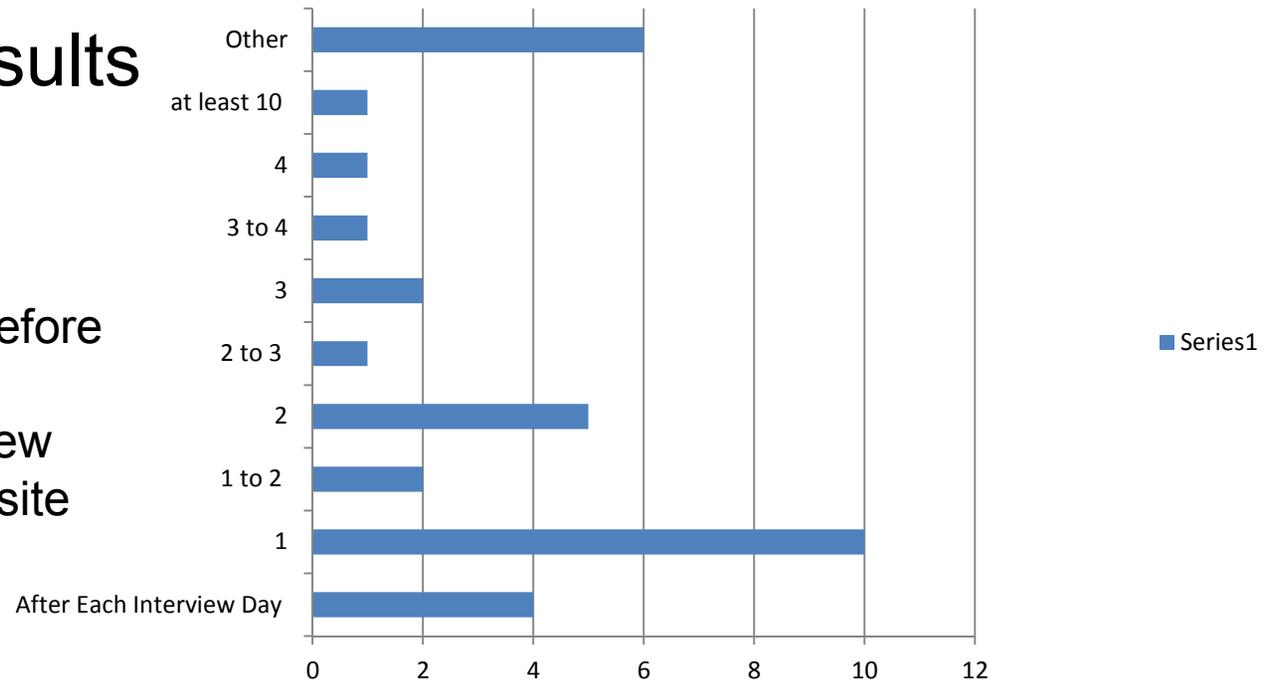
Other:

- Varies

- Often

- Daily and twice before ranking occurs

- After each interview day, then PD and site director made decision



- Iowa Program: Give applicants a score at the end of each interview day. Meet 1 or 2 times to discuss final rank list

Recruitment Challenges

- Time Management
- Not enough time after getting done with Graduation, Orientation, ACGME Web ADS updates, GME Track, In-Training Exam, etc (Daily Tasks)
- Finding faculty to interview/faculty schedules
- Last minute cancellations and/or change dates by applicant
- Being the only person to organize and answer questions
- ERAS

Why Iowa?

- We may be in the middle cornfields but....
 - Affordable housing
 - Good school district
 - Diverse City
 - Summer Festivals
 - 8 minutes to get to hospital at nights
 - Hancher Auditorium- attracts national performing arts entertainment



America's #1 Health Care Employer

- Ranking of other programs by U.S. News
 - Ophthalmology #7
 - Ear, Nose and Throat #8
 - Orthopedics #17
 - Gynecology #29
 - Neurology and Neurosurgery #33
 - Cancer #39
 - Urology #40
- New Children's Hospital- Opening Fall 2016





Post-Match Survey

- 33 coordinator responses
 - 6 programs said “YES”
 - 27 programs said “NO”

Advice for a successful recruiting season

- Get current fellows involved, more time with the applicants the better
- Be calm, flexible and don't get flustered
- Create timelines early so you are not reviewing applications late
- A good home support system and large quantities of alcohol or comfort food
- Put spotlights on great areas but don't cover up the low lights, be up front about them and let applicants know what you are doing to improve
- Create individualized experience for each applicant – match them up with fellows from same residency and/or medical school.

- Establish interview dates by Feb/March and get commitments from faculty by May/June. Double check everything 2, 3 or 4 times.
- Interview Broker or similar software makes it much easier
- Dedicate 1 or 2 Saturdays- could go smoother and get done quicker
- SMILE and have fun with the applicants





Questions?