Breast Imaging Fellowship Match
Dos and Don'ts for Interviews
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Major Principles:

1. Everything asked should be related to the breast imaging fellowship position.
2. Only ask for information necessary to make a sound decision.

Do:

- Make the applicant feel welcome! They have dedicated time and money to come to the interview.
- Expose the applicants to a representative sample of faculty and trainees from your section/department.
- Focus on what makes your program unique. This can be beneficial to help applicants to select the right "fit."
- Encourage the applicants to spend time with current fellows, outside of the formal interview (lunch, tour, pre-interview dinner).
- If you are in a city with a large number of programs, consider synchronizing interview dates with other programs to minimize travel time and costs for the applicants.
- Ask the same questions of all applicants regardless of their race, country of origin, sexual orientation, gender, age, etc. to ensure comparable interview experiences.
- Frame the interview around the applicant's interest and attitudes regarding breast imaging.
- Be aware of unconscious bias, and require all those participating in interviews to become educated regarding unconscious bias: https://www.aamc.org/members/leadership/catalog/178420/unconscious_bias.html
- Consider using a structured, rather than unstructured, interview format to improve reliability and validity of interviews.
- When appropriate, consider using situational or behavioral-based interview questions to gauge how an applicant would handle common workplace situations, or has dealt with prior experiences.
    - Behavioral-based question examples: "Tell me about a time when you… [faced a challenge, were criticized, etc.]"
    - Situational-based question examples: "What would you do if… [a colleague disagreed with you, a patient refused your recommended management, etc.]"
- When possible, use the same group of interviewers for all applicants. Consider having multiple staff interview applicants.
- Consider using a rating system of characteristics important to your fellowship program to help objectively rank applicants.
- Consider increasing the number of interviews offered to improve the likelihood of a successful match.
- Allow applicants to ask questions during the interview.

Don't:

- *Do not violate the Match Agreement*:
    - Please do not interview prior to January 1, 2019.
    - Do not ask applicants where else they are interviewing or how they plan to rank you.
    - Do not offer spots outside of the Match.
- Do not ask questions about the following subjects, which have been determined by federal and state law to be discriminatory and unlawful:
  -Age
  -Height and weight
  -Marital status, age and number of children, child care
  -Sexual preference
  -Pregnancy and family planning
  -Religion and creed
  -Physical and mental disabilities
  -Race and color
- If an applicant has a disability, don't focus on the disability. Federal law encourages the appointment of qualified individuals with disabilities. *A "qualified individual with a disability" is an individual who meets the skill, experience, education, and other job-related requirements for a position desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.* The interview should focus on the ability of the applicant to perform the duties of the breast imaging fellowship.
- If a program elects to pursue post-interview communication, the communication should not mislead or confuse the applicant regarding their status with the program, especially for the purpose of gaining a competitive advantage in the applicant's rank order.

References:

https://www.aamc.org/download/469536/data/best_practices_residency_program_interviews_09132016.pdf
http://www.nrmp.org/faq-sections/institution-programs-faqs/

Suggestions for better interview experiences/structure of the day:

The interview day should be a balance of allowing the program to get to know the applicant, as well giving the applicant an opportunity to see if the program would be a good match.

The informal activities and interactions during the interview day with current fellows/residents and program support staff yield valuable information about applicants' interpersonal and communication skills, and play an important role in helping programs and applicants determine whether there is a good fit between the applicant and the program.

Recruitment activities to consider as part of the interview day experience include:

- Program director introduction to the fellowship
  - Introduce key physicians and staff.
  - Give an overview of the fellowship, including how year is structured.
  - Give applicants an idea of how the work is divided with rotating residents.
- Meal(s) with current fellows and/or faculty
- Question and answer sessions
- Attendance at a multidisciplinary conference
- Campus or city tours

Suggestions to maximize efficiency of the interview day:

1. **Consider designated interview days**. If time is limited, as with most programs, set aside certain days or half for interviews. Pick days that have the lowest clinical volume. Reduce or cancel the clinical schedule, if possible. On these days, interview more than one applicant during the interview day. If you have the capability, consider conducting half day interviews for one pool of applicants in the morning and another in the afternoon. Depending on the number of applicants, it may be possible to complete interviews with one designated day.
2. **Make an interview day schedule.** A schedule will assist in maintaining order the day of the interview. Distribute the schedule prior to the interview day. This will let the staff know when they are expected to interview. It will also provide an outline of the day for the applicant.
   - **a.** The day of the interview(s), make sure you start on time.
   - **b.** Half day morning interviews are ideal to allow for travel in the afternoon/early evening.
   - **c.** Minimize waiting/dead time during the interview day.
   - **d.** If there is downtime between interviews, have residents/fellows available for the applicants to chat with.
3. **Interview day assistant.** Interviewers and interviewees do not always keep to the allotted time. It is difficult to interview an applicant and continually monitor the clock. Have an assistant make sure that interview time slots are kept. This can be done by a simple knock on the door to demonstrate time is up.
4. **Utilize the lunch hour.** Use lunch as a time for an informal interview. If a staff is unable to participate during clinical hours, consider having them take the applicant or applicants to lunch.
5. **Utilize current fellows.** If you are interviewing multiple applicants in one day, allow the fellow or current fellow to meet with the applicants between interviews. To conserve staff time, have the fellow give the applicants the tour or take the applicants to lunch. Ideal timing for a tour is following conclusion of the faculty interviews.
6. **Confirm staff availability**. Make sure staff will be available at the time of his/her scheduled interview. For example, do not have someone scheduled for a stereotactic biopsy at the same time as an interview.
7. **Interview folder**. Provide organized applicant information prior to the interview date. On the day of the interview, provide feedback sheets which can be filled out immediately following the interview.