

VCU Health System

Graduate Medical Education Guidelines

Institutional Guidelines for NRMP Interview Process

Purpose

It is the intent of all VCUHS Graduate Medical Education Programs to comply, both in spirit and fact, with the rules and regulations of the National Residency Matching Program (NRMP) applying to interactions with applicants. This compliance will help to reassure all those who are interviewed by our programs that our processes are as transparent as possible and that we will select residents based on the merit of their entire portfolio, including their ERAS application and their interviews with various faculty and residents. It should be clear from this statement that we will not make changes to, or offers to alter our match list, based on follow-up statements or promises by applicants or members of this department.

Policy

1. Interviews will be conducted in a professional manner. No promises will be made or inferred during the application and interview process regarding an applicant's likelihood of acceptance for a position in a VCUHS Graduate Medical Education program.
2. Applicants may be asked how many programs they will be interviewing with or even where, but this is for informational value only. Applicants will not be asked at any time during the application or interview process how they will rank the VCUHS (or any other) program on their final list. Responses to informational questions will not have a major impact on the selection process.
3. While post-interview correspondence from applicants (thank you notes, etc.) are appreciated, they are in no way expected and their presence or absence in the applicant's portfolio will in no way effect the applicant's ranking.
4. VCUHS-initiated post-interview contact will be one of four types:
 - a. To solicit information missing from the applicant file. In as much as this information may include specific scores and evaluations, it may be used in the ranking process.
 - b. To supply information to the applicant that might affect their decision making (e.g. curricular updates or significant changes in faculty or staff)
 - c. To respond to specific applicant-initiated questions regarding the content of the residency program

- d. To acknowledge and thank the applicant for interviewing with the program.
5. VCUHS does not encourage or discourage “second looks” by applicants. VCUHS realizes that the interview process is costly and time-consuming for the applicants. Applicants who request second look visits should do so only for obtaining additional information that may help them make individual decisions about compatibility with our program if they were to match here. Should applicants request a “second look” they should be advised that this visit will not affect their position on the program’s rank list.
6. VCUHS Graduate Medical Education Programs will not send out letters prior to submission of rank lists suggesting an applicant’s relative position on the program’s final rank list. All applicants who are interviewed will be reviewed by the selection committee and ranked based on their entire application portfolio including components of the ERAS application, interview documents and evaluations, and discussion by the committee.

Approved: Graduate Medical Education Committee, 12/8/2009