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# Program Director's Training Course

# PDTC- 4: Candidate Selection

# Candidate Selection Process

- ERAS
- NRMP
- Candidate Selection Committee
- Selection criteria
- Interviewing
- Match, Pre match and post match
- Hiring
- Orientation

# ERAS (Electronic Residency Application Service)

## ■ Residency Programs

- Need to register
- Open access
- Can use filters
- Communication with residents
- NOT linked to NRMP

## ■ Candidates

- Need to register
- Select which programs to access their data
- Communication with programs
- NOT linked to NRMP



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ERAS Home

About ERAS

Policies

FAQ

For Medical School Staff

For Program Staff

For New Specialties and Programs

ERAS® for Applicants



Resources for applicants using ERAS to apply for US residency and fellowships positions.

Visit ERAS for Applicants >

ERAS® (Electronic Residency Application Service)



News and Announcements

Allergy/Immunology Subspecialty - New Recruitment Cycle

Allergy/immunology subspecialty programs will change their recruitment cycle from second to third year starting ERAS 2013.

Attention Fellowship Applicants

Many allergy/immunology subspecialty programs will not participate in ERAS 2012; please contact programs to confirm their participation status before applying.

Internal Medicine Subspecialties - New Recruitment Cycle

Internal medicine subspecialties will change their recruitment cycle from second to third year starting ERAS 2013.

Attention Fellowship Applicants

Many internal medicine subspecialties will not participate in ERAS 2012; please contact programs to confirm their participation status before applying.

[More About the New Recruitment Cycle >](#)

PDWS Training

Attention Program Staff

Registration is now open for ERAS PDWS Web and Instructor-based trainings. Register today to secure your spot.

- **Web-based:** Register
- **Los Angeles:** Register
- **Chicago:** Register
- **New York City:** Register
- **Washington, D.C.:** Register

Manage Your Account

- MyERAS
- ERAS Account Maintenance

Contact ERAS

**Applicants**  
myeras@aamc.org  
202-862-6264

**Medical School**  
erashelp@aamc.org  
202-862-6249

**Programs**  
erashelp@aamc.org  
202-828-0413

Application Manager - Filter/Sort - All Applicants

Summary Sheet General Couples/Visa/Other Education Publication Experience Licensure Examinations Documents

AAMC #: [Redacted]  
 Full Name: [Redacted]  
 Preferred Name: [Redacted]  
 Address: [Redacted]  
 San Diego, CA 92127

Email: [Redacted]  
 Preferred Phone #: [Redacted]  
 Couples Match Notification: No  
 SSN:  
 NRMP: Yes  
 Citizenship: Foreign National Currently in the U.S. with Valid Visa Status  
 Visa Type: B-1 - Temporary visitor for business  
 Visa Sponsorship Needed: Yes



Medical School: University of Santo Tomas  
 Location: Philippines  
 Graduation Date: 04/01/2008 Degree: M.D.

Residencies/Fellowships: No  
 Work Experience: Yes  
 Publications: Yes  
 Research Experience: No  
 Volunteer Experience: Yes  
 Licensure: No

Document Status

- Transcript
- ECFMG Status Report
- Photo
- Personal Statement
- MSPE
- COMLEX Transcript
- Letters (4)
- USMLE Transcript

Review Sheet

Local Documents Correspondence Notes  
 Status Scores Interview Local Data

Application Status: Inactive

Status	Marked
<input checked="" type="checkbox"/> Application Received	10/15/2010
<input checked="" type="checkbox"/> Application Reviewed	10/26/2010
<input type="checkbox"/> On Hold	NA
<input type="checkbox"/> Selected to Interview	NA
<input type="checkbox"/> Invited to Interview	NA
<input type="checkbox"/> Wait Listed for Interview	NA
<input type="checkbox"/> Scheduled for Interview	NA
<input type="checkbox"/> Interviewed	NA
<input type="checkbox"/> Selected for Ranking	NA
<input checked="" type="checkbox"/> Inactive	10/26/2010
<input type="checkbox"/> Ranked	NA
<input type="checkbox"/> Withdrawn by Program	NA

Start Date: NA

Scheduled Interviews:

Type	Date	Interviewer

Track PCY-2 Interest  
 Categorical (Categorical)

# NRMP (National Residency Matching Program)

## ■ Residency Program

- Need to register
- Contractual agreement
- Interview candidates
- Need to keep track of deadlines
  - Date submit match quota
  - Date to submit Rank Order List (ROL)
- Match
  - Did my program fill?
  - List of matched
  - Second match

## ■ Candidate

- Need to register
- Contractual agreement
- Need to interview
- Need to keep track of deadlines:
  - date to submit ROL
  - Match:
    - Did I match?
    - Where?
    - If not:
      - Post match (scramble)





Residency Match



About NRMP



Fellowship Matches



Register/Login



Search



The National Resident Matching Program (NRMP) is a private, not-for-profit corporation established in 1952 to provide a uniform date of appointment to positions in graduate medical education (GME) in the United States.

## News from the NRMP!

### **New** NRMP TO IMPLEMENT MATCH WEEK CHANGES

The long-awaited Supplemental Offer and Acceptance Program (SOAP) will be implemented for Match Week 2012, when Match Day will move from the third Thursday to the third Friday in March. Although the SOAP policies are largely the same as those vetted with NRMP constituents over the past three years, the Monday schedule has been slightly modified. ERAS will open at 1:00 p.m. eastern time (rather than noon) so that applicants can begin preparing applications that will be sent to programs beginning at 2:00 p.m. More specific details will be posted on our website in September when the Match opens for registration.

### **New** NRMP TO IMPLEMENT "ALL-IN" POLICY

## NRMP TO CREATE NEW INFRASTRUCTURE

The NRMP has notified the Association of American Medical Colleges (AAMC) that it is terminating the contract under which the AAMC has provided management services. To learn more, read the attached [statement](#) from NRMP President Dr. Thomas V. Whalen.

## Main Residency Match

The 2011 Main Residency Match was the largest in NRMP history, with more than 26,000 positions and almost 38,000 applicants. Read the [Match Day press release](#); view the [Advance Data Tables](#); and listen to the [podcast](#) from NRMP Executive Director Mona M. Signer.

The 2012 Main Residency Match [Schedule of Dates](#) is now available.

## Communications

Visit the [Communications](#) page for more information about and access to recent NRMP web conferences and

# NRMP

National Resident Matching Program



Residency Match



Fellowship Matches



About NRMP



Register/Login

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#### PARTICIPANT GROUPS

- US SENIORS
- INDEPENDENT APPLICANTS
- INSTITUTIONS AND PROGRAMS

#### USER GUIDES

##### FAQS

- APPLICANTS
- INSTITUTIONS AND PROGRAMS

#### ABOUT RESIDENCY

- APPLICATION PROCESS
- GME REFERENCES
- ENSURING MATCH INTEGRITY
- MATCH ALGORITHM
- IMPACT OF ROL LENGTH

#### DATA AND REPORTS

#### SCHEDULE OF DATES

#### POLICIES

- MATCH AGREEMENTS
- VIOLATIONS POLICY
- WAIVER POLICY
- CASE SUMMARIES
- STATEMENT ON PROFESSIONALISM

#### HOW TO LOG IN

## Residency Match

The NRMP Main Match provides an impartial venue for matching applicants' preferences for residency positions with program directors' preferences for applicants. Each year approximately 16,000 U.S. allopathic medical school seniors and 15,000 graduates of osteopathic, Canadian or foreign medical schools compete for approximately 24,000 residency positions.

There are four categories of programs participating in the Match:

**Categorical** programs begin in the PGY-1 year and provide the training required for board certification in medical specialties.

**Advanced** programs that begin in the PGY-2 year after a year of prerequisite training.

**Preliminary** or one-year programs begin in the PGY-1 year and provide prerequisite training for advanced programs.

**Physician** programs are reserved for physicians who have had prior graduate medical education. Physician programs are not available to senior U.S. medical students.

The NRMP is not an application service or a job placement service. Applicants must apply directly to residency programs in addition to registering for the Match. Most programs participate in the Electronic Residency Application Service (ERAS), which transmits residency applications to program directors via the Internet. **Applicants must register with both NRMP and ERAS to participate in the services of each.**

Updated 08/12/2010



# NRMP

National Resident Matching Program



Residency Match



Fellowship Matches



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## 2012 Main Match Schedule

**September 1, 2011**

Registration opens at 12:00 noon eastern time for applicants, institutional officials, program directors, and medical school officials.

**November 30, 2011**

**Applicant early registration deadline**

Note: Applicants may register for \$50 until 11:59 p.m. eastern time. Applicants who register after November 30 must pay an additional \$50 late registration fee (\$100 total fee) until February 22, 2012, when registration closes.

**January 15, 2012**

**Rank order list entry begins**

Applicants and programs may start entering their rank order lists at 12:00 noon eastern time.

**January 31, 2012**

**Quota change deadline**

Programs must submit final information on quotas and withdrawals by 11:59 p.m. eastern time.

# Candidate Selection Committee

- Essential element in the selection process
- Members:
  - PD
  - APD
  - CF
  - Residents
  - Coordinator
  - Others
- Need a policy and procedure:
  - Candidate review criteria
  - Interview selection criteria
  - Candidate evaluation
    - Interview evaluations
  - Pre match criteria
  - Ranking criteria
    - Voting criteria

# The “Ideal” Candidate

- Best trained possible
  - School
    - Academically competent
  - Culturally sensitive and competent
  - Emotionally intelligent
  - Clinically experienced if possible
- Motivated to join your program
  - Interested in the region
  - Family ties
- No non-academic issues
  - Behavior
    - professionalism
  - Visa
    - J-1

# The Interview

- Can ask:

- Rapport
- Past Performance
- Interpersonal and stress management
- Character and personality
- Understanding
- Challenging questions
- Open for questions

- Can NOT ask:

- Age
- Marital status
- Pregnancy
- Religion
- Disabilities
- Race

# Match

- Pre match
  - Institutional policy
  - Not available for US medical students
  - IMG's: of help with their visa arrangements
- Match
  - Rank order list
    - Can rank as many as you want regardless of the quota
    - Do NOT rank candidates you had any reservations about.
- Post match
  - Now thru ERAS

# New Resident Hiring

- Two processes:
  - Academic:
    - Verification of all documentation
    - State training permit
  - Human resources:
    - Immunizations
    - Employment forms
    - Visa change status



# Orientation

- Right after match
  - Online modules
    - Required by law
    - Required by the training institution
    - Required by the training program
- Live orientation
  - Institutional
  - Hospital
  - Departmental

Start of Training!

# Summary

- Most critical element in running a program
- Sometimes neglected
- Sometimes selection of residents based on non academic factors
- Systematic approach essential
- NEVER FORGET:  
“Happy Residents = Good accreditation cycles”

End of Presentation