

# My 1st Recruitment Season: Lessons Learned

Erica King  
Program Coordinator  
Med-Peds Residency Program



UNIVERSITY OF MINNESOTA  
Driven to Discover<sup>SM</sup>

# Objectives

- Share successes and challenges from my first recruitment season
- Share my personal takeaways
- Learn from one another during roundtable
- Wrap up the conference with an energizing session!

# My Background

- Started as program coordinator in March 2018
- Previously at UMN
  - Academic Health Center: 2015-2018
  - Central GME Office: 2007-2015
    - GME Orientation planner
- LOVE organizing things!
- StrengthsFinder
  - Adaptability (x3)
  - Deliberative (x2)
  - Empathy (x2)
  - Harmony (x2)



# UMN MedPeds Program Info

- PD, APD, 1 core faculty
- 40 residents
- 1 additional-year chief resident
- Seven hospitals, four continuity clinics
- VERY integrated with categoricals
  - Shared office space with IM
  - Constant contact with both Peds and IM



# MedPeds Community in Twin Cities

- Large pool of faculty
- 30 served as interviewers in 2018-19
- UMN MedPeds alumni and others!



# Recruitment Numbers for 2018-19

- 272 applicants
- 169 invited to interview
  - 21 declined
- 13 interview days
  - October through January
    - No MN weather-related incidents this year!!!
  - 9 applicants per day (increased from 8 last year)
- 117 interviewees
  - 12 from UMN

# Coordinator Prep Work: Before Season



- Selecting dates
  - Consulting with categoricals
- Website updates
- Faculty interviewer recruitment
- Resident recruitment
  - Featured resident
  - Recruitment dinner host
- Hotel contract and transportation
  - Applicants pay flat fee of \$60.00
- Lunch orders
- Qualtrics Interview Form Creation (*more to come!*)

# Inviting Applicants

1. Review of applications by program leadership
  - a. Assigned by region
  - b. Rate them 1-5
2. Invite in waves:
  - a. Top 1-2
  - b. Middle
  - c. Second-to-last
  - d. Waitlist only

Invite privately via ERAS, and applicants self-schedule through Interview Broker



# Interview Broker Email

- General info to help plan trip:
  - Hotel reservation info
  - Transportation to/from airport
  - Recruitment Dinner
  - Interview day structure
  - “About the Twin Cities” info
  - Future communications: what to expect if scheduled to interview

# Agenda Development

- Confirming categorical leadership
  - IM PD/APD
  - Global Health Chief/Faculty
  - Peds PD/APD
- Room confirmations on both sides of the river
  - Transportation

# Faculty Training

- Dinner!
- General do's and don'ts
- Implicit Bias training
- Logistics:
  - Qualtrics form use 101
  - Scheduling questions

# Coordinator Prep Work: Each Interview Day

- Document Preparation
  - Student workers' role
- Qualtrics Preparation
- Interview Broker reminder email to applicants
  - “Interview Day Details” tab
  - 1 week before interview day
  - Includes names of interviewers, interview day structure, links to all handouts that they will receive, and recruitment dinner details (*more to come on this!*)
- Interviewer Reminder Email
- Other Reminder Emails

# Day Before Interview

- Applicants arrive to Twin Cities
- Recruitment dinner with applicants at a residents' house
  - Transportation from hotel via shuttle bus
  - Host is given \$300 budget
  - Open to all residents and family
  - Great bonding time for current residents, too!
- Prep room before leaving

# Day-of Details

- Schedule is from 8:00 a.m. - 3:15 p.m.
- Chief Resident role
- “Featured MP resident” is around all morning
- PD has 1:1 interviews with each applicant, 12 minutes long
- Lunch and social time
- Office support!
  - Assistant coordinator helps with time checks, coffee refills, etc.
  - Team helps clean up when we go to West Bank/children's hospital for afternoon agenda
  - **It Takes A Village!**

# My Role on Interview Day

- Morning room prep
- Kick-off the day with applicants
- Inform categorical leaders about applicant goals for the day
- Escort applicants to interviews/PD 1:1
- Checking in with interviewers
- Lunch
- Afternoon hot apple cider
- Sending end-of-day email



# Post-Interview

- Email applicants our standard “thank you for interviewing” email
  - Names/emails of all the people they met
  - Interview day survey
  - Resident contact for all “other” questions
- Qualtrics interviewer critique form downloads
- Rank List PPT updating
- Prep work for the next interview day!
- End of season: FAQ document

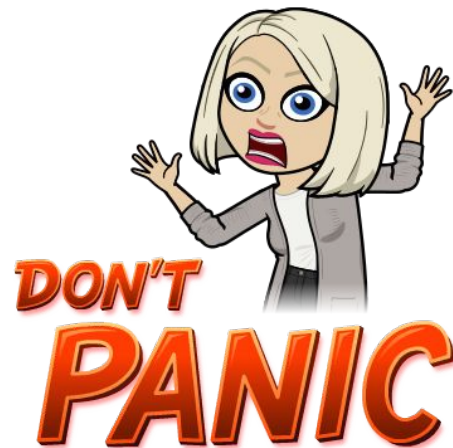


# Rank List Meeting

- Late January/early February
- All interviewers invited
- Review application materials and Qualtrics for each applicant
- Complete worksheet for each person
- 2.5 hour meeting to help rank applicants
- PD uses this info when finalizing the rank list

# Oopsie Daisy: Little Hiccups Along The Way

- Out of our control:
  - Shuttle to West Bank
  - Faculty interviewers arriving late
  - Faculty interviewer cancellations
  - Snowed-in applicant
  - Late lunch arrival
  - Wi-Fi in offices
- Not a big deal:
  - Applicants responding to wrong name
  - Student workers during finals/holiday break
- My pet peeve!
  - Hovering vultures



# How I Kept My Sanity!



- Trello, Boomerang, and canned responses
- Simple lunch orders
- “Stand-by” interviewers
- Hotel shuttle service\*
- Hotel rooming lists\*
- Using Qualtrics for gathering interviewer responses\*
- Expanded faculty interviewers from 5 to 6 per day\*
- My mantra for the day

...and then I left the country 😁



# My Overall Thoughts

- Don't sweat the small stuff
- Don't reinvent the wheel each day
- Technology is your friend
- Checklists will save you
- Delegate small stuff to others

# Contact Me!

Program:

[medpeds@umn.edu](mailto:medpeds@umn.edu)

Personal:

[elk@umn.edu](mailto:elk@umn.edu)

[z.umn.edu/medpeds](https://z.umn.edu/medpeds)

