

2020 Virtual Residency Interview Checklist

Program: _____

Interview Date: _____

What to do...

1-2 Weeks before the Interview

- Reread all emails from the program
- Confirm the correct date and time
- Confirm which virtual platform you will be using (Zoom, etc.) and run a test if possible
- Ensure the interview weblink is ready to access
- Ensure your interview outfit is clean and ready
- Research the residency program and make notes of highlights/concerns
- Practice how you would answer common interview questions like the following:

- Biggest Strengths:

- Biggest Weaknesses:

- Why this program:

- What you did during quarantine:

The Night before the Interview

- Reread your application and CV
- Reread the literature from the program, noting any specific instructions, etc.
- Check your planned webcam setup to ensure good background, lighting, camera level
- If using Zoom, double check the name and profile picture on your account
- Write down any questions you would like to ask the program:

The Day of the Interview

- Make sure your virtual interview device is adequately charged AND plugged in
- Remind family/roommates, etc. that you will be interviewing and shouldn't be interrupted
- Final A/V check:
 - Webcam functional
 - Lighting appropriate
 - Headphones/headset sound levels (ambient mic not preferred)
- Turn your cell phone OFF and put away (no sound, no vibrate, no temptation to look at it)

During the Interview – Notes

- Remember to ask “Is it OK if I take notes?”

- Names of your interviewers:

- Names of other people you met whom you would like to remember

- Memorable highlights of the program:

- Concerns you may use for ranking/decision making:

- Questions/items to follow up later:

Other Notes

After the Interview

- Write down impressions & thoughts
- Send thank you notes to interviewers/ coordinator, etc.
- File this checklist away safely for retrieval during rank list creation