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:
  o Biggest Strengths:
    ___________________________________________
    ___________________________________________
    ___________________________________________
  o Biggest Weaknesses:
    ___________________________________________
    ___________________________________________
    ___________________________________________
  o Why this program:
    ___________________________________________
    ___________________________________________
    ___________________________________________
  o 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:
  o Webcam functional
  o Lighting appropriate
  o 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:**
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- **Names of other people you met whom you would like to remember**
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- **Memorable highlights of the program:**
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- **Concerns you may use for ranking/decision making:**
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- **Questions/items to follow up later:**
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### Other Notes

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|---|---|
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### 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**