

Residency & Fellowship Interview Guidelines

The following topics should be avoided during an interview:

Demographics: Age, race, religion, socioeconomic status, ethnicity, sexual orientation, gender identity, national origin

Family: lineage, ancestry, primary or native language, marital status, maiden name or family surname, relationships or people applicant lives with, family issues (parental status, age of dependents, plans for children)

Personal: Height and weight, physical and mental disabilities, physical appearance, personal activities that probe for personal affiliations

History: Military discharge, arrests, criminal convictions

Other programs or specialties, and ranking plans: Information about other programs or specialties to which they might be applying and/or how the applicant plans to rank your program

Resources/Links

[AAMC's "Best Practices for Conducting Residency Program Interviews"](#)

[NRMP's "Match Communication Code of Conduct"](#)

[California Department of Fair Employment & Housing's "Employment Inquiries: What Can Employers Ask Applicants and Employees?"](#)

[AAMC Interview Guidance for the 2022-2023 Residency Cycle | AAMC](#)

UCSF Fresno

Office of Graduate Medical Education

The NRMP Match Code of Conduct, which serves as a guide for all residency program staff involved in the interviewing and matching processes.

CODE

To promote the highest ethical standards, program directors and members of the recruitment team participating in a Match must:

Accepting responsibility for the actions of recruitment team members Program directors and other members of the recruitment team must comply with Match policies and ensure that all interactions with applicants are in an atmosphere that is safe, respectful, and free of harmful bias. Program directors accept responsibility for the actions of the entire recruitment team.

Engage in recruitment activities that promote transparency and wellness

- Minimizing bias by conducting interviews in-person or virtually, but not both
- Setting and publishing a universal interview release date or small number of dates so that applicants can be attuned to any invitations they might receive and be better positioned to respond promptly to offers
- Establishing and publishing a deadline by which all applicants would be notified of their interview status so that they may finalize their schedules and make any travel arrangements, if applicable

Neither programs nor applicants should record virtual interviews.

Refrain from asking illegal questions

Program directors should work with their human resources and legal departments to understand and comply with state and federal regulations that govern recruitment and employment activities. Program directors also must ensure all recruitment team members are knowledgeable in the "do's" and "don'ts" of recruitment questions and activities, including but not limited to race, national origin, and sexual orientation. All members of the recruitment team should focus their communication with applicants on the applicant's interest in and alignment with the program's mission, aims, and eligibility.

Fully Disclose Pertinent Information to Applicants

Program directors and recruitment team members must respect the importance of honest and transparent communication. Programs must ensure applicants have complete, timely, and accurate information at all times regarding eligibility for appointment, onboarding procedures, and any other institutional requirements that could affect an applicant's ability to enter training (e.g. drug screening, visa sponsorship, etc). In addition, programs should fully disclose the criteria used for vetting applications (e.g., test scores, research experiences, educational performance metrics) so that applicants and their medical school advisors can effectively direct applications. Open communication is essential whether through written or verbal exchanges as part of the interview or during ranking, or at any time during the onboarding after Match results are released.

Respect an applicant's right to privacy and confidentiality

Program directors and other recruitment team members may freely express their interest in a candidate, but they must not request an applicant disclose ranking preferences, ranking intentions, or the specialty or locations of other programs to which the applicant has applied or may apply

Decline to require second visits

Programs should respect the burdens (e.g., financial, logistics) applicants experience during recruitment. Programs are encouraged not to require or imply that second visits are used in determining applicant placement on a rank order list.

Limit post-interview communication

Program directors and other recruitment team members must ensure all information related to the program's mission, aims and eligibility are clearly communicated to applicants. However, applicants may not have adequate time to obtain the information needed to make informed decisions about ranking and may wish to clarify information following interviews. The recruitment team may exchange clarifying information with applicants following the interview, but must not solicit or require post-interview communication for the purposes of influencing applicants' ranking preferences. Program directors and all members of the recruitment team should take great care not to promote misleading communication to applicants about ranking intentions and preferences or inappropriately share private information (e.g., letters of recommendation) with outside parties.

Rank with integrity

Programs should create rank order lists based on the merits of each application, the characteristics of the applicants interviewed, and the perceived alignment of interviewees with program mission, aims, and eligibility. All members of the recruitment team should refrain from relying on tools and resources that allow bias or discrimination of applicants or specific applicant groups.

Full document found here:

https://www.nrmp.org/wp-content/uploads/2022/08/NRMP-Match-Code-of-Conduct_Programs_Final.pdf

Sample Interview Questions That Shouldn't Be Asked

Marital status of applicant or whether applicant plans to marry.

Whether an applicant is pregnant.

Number and age of children or future child bearing plans.

Child care arrangements.

Employment status of spouse partner, or significant other.

The nature or severity of a disability.

You have a very unusual last name. What is its origin?

How many interviews are you doing?

What are your top programs?

If we rank you highly, will you come here?