

COM Office of Admissions Interviewer Training

2023-2024 Cycle

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WebAdMIT for AMCAS: Interviewer Portal

New to FA24:

WebAdMIT for AMCAS: Interviewer Portal

Registration

- Visit aamc.webadmit.org
- Enter username and password
- Click "First time user? Set-up new account"

WebAdMIT Dashboard

- View your applicant assignments

Accessing Applications

- Semi-blind AMCAS applications
- Option to view in long-form PDF (Under Documents) or click through the application.

Interview Cycle Reminders:

Interviewer Availability & Scheduling

- Ms. Sharlena Howard will reach out via email for interviewer availability.
- For assistance, please contact your availability, please [REDACTED] [@musc.edu](mailto:[REDACTED]@musc.edu) or call/text [REDACTED]

Submitting Evaluations

- Interview evaluation link will be shared via e-mail.
- Please submit evaluations within 48 hours!
- New to FA24: Password-protected interview evaluations. (Log-in information will be provided).



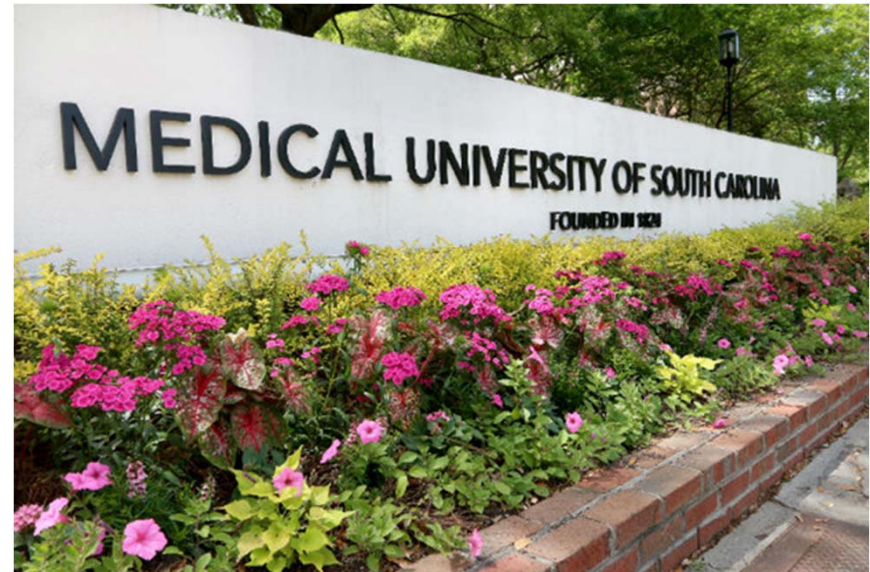
College of Medicine Virtual Interview Day

8:15am – 8:30am	Applicant Check-in <i>Please have license/ state-issued ID readily available</i>
8:30am – 8:35am	Welcome to MUSC College of Medicine <ul style="list-style-type: none">▪ Office of Admissions- [REDACTED], Director of Admissions
8:35am – 8:50am	Applicant Introductions
8:50am – 9:35am	Admissions and Diversity: Holistic Review <ul style="list-style-type: none">▪ The Admissions Process [REDACTED], Associate Dean for Admissions▪ Diversity & Inclusion- Michael de Arellano, Ph.D., Senior Associate Dean for Diversity, Vice Chair of Admissions Committee & [REDACTED] Associate Dean for Diversity Affairs
9:40am – 9:50am	Break
10:00am – 10:30am	Interview # 1
10:35am – 10:45am	Break
10:45am – 11:15am	Interview # 2
11:15am – 12:00pm	Faculty Connect Session
12:00pm – 12:15pm	Break
12:15pm – 1:00pm	Lunch with Student Ambassadors
1:00pm – 1:15pm	Closing Remarks

College of Medicine Mission

Our mission as academic leaders is to offer **innovative** and **inclusive education**, training and research in service of **compassionate health care** delivery.

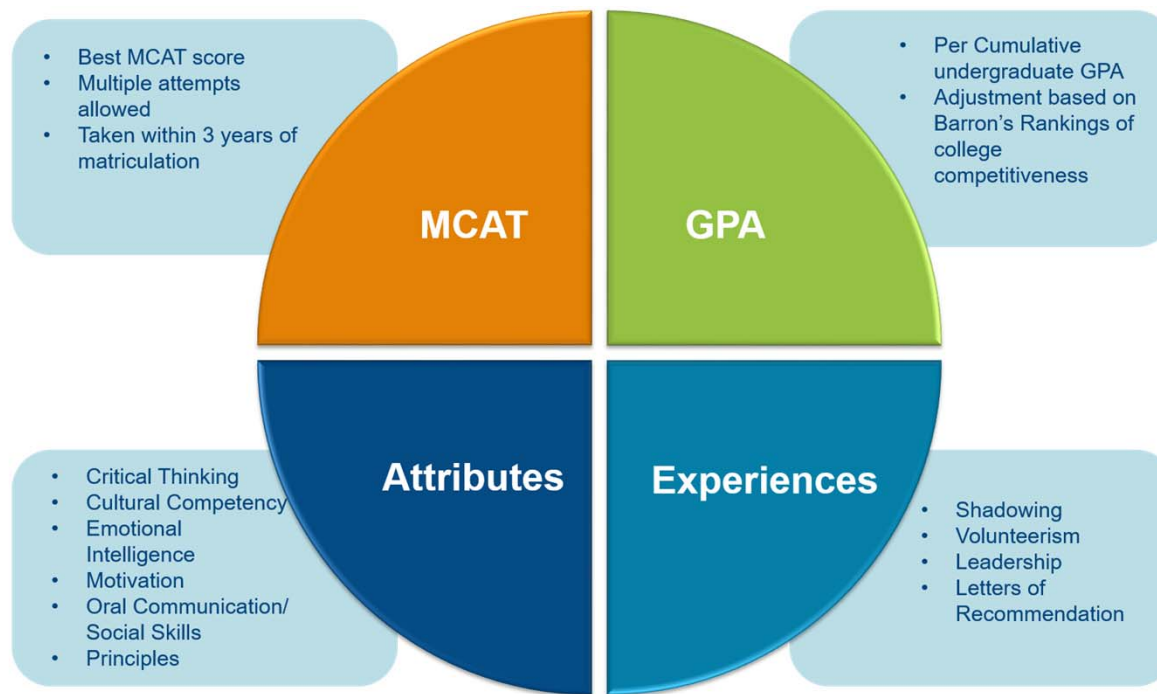
By fostering a **diverse educational community**, we empower the health professionals and scientists of tomorrow to promote the **equitable health** and **well-being** of the **residents of South Carolina and beyond**.



AAMC E-A-M Model for Holistic Review

Experiences	Attributes	Metrics
<ul style="list-style-type: none">• Leadership• Letters of Recommendation• Volunteering• Shadowing/ Clinical Exposure	<ul style="list-style-type: none">• Motivation• Principles• Critical Thinking• Emotional Intelligence• Cultural Competency• Communication	<ul style="list-style-type: none">• Highest MCAT Score• Adjusted Cumulative Undergraduate GPA• Post-Baccalaureate or Graduate GPA

Interview Training: Selection



*Consideration for Added Value assigned. Final Index adjusted for applicants awarded AV.

Interviewer Training: 2023-24 Cycle

2023-24 Cycle Reminders:

- In accordance with AAMC guidelines, [REDACTED] cle and interviews will remain **virtual**.
 - For Zoom assistance, please email [REDACTED] [@musc.edu](mailto:[REDACTED]@musc.edu)
- Interviewers receive access to assigne [REDACTED] ions via **WebAdMIT for AMCAS:**
Interviewer Portal.
 - Interviewers will be e-mailed new interview assignments.
 - New **password-protected** interviewer evaluations (log-in information provided via e-mail).
 - AMCAS applications are **semi-blind** for all interviewers.
- During monthly Admissions Committee meetings, ADCOM members receive access to entire AMCAS application and evaluations.

Interviewer Training: Screening Applications

The Office of Admissions receives more than 3,800 applications annually. Qualified applicants who meet the established criteria below are invited to interview.

The following metrics are considered when screening for **interview eligibility**:

- **Academic Minimums**

- Minimum MCAT score of 500
- Minimum Undergraduate Cumulative GPA of 3.0
- Minimum Cumulative Graduate or post-bacc GPA of 3.5.

- **Residency**

- South Carolina residency verification
- Out-of-state screening for Strong Close Ties to SC.

- **Maximum of (3) M.D. Application Attempts**

- **Infraction(s)**

- Review for institutional, misdemeanor, felony, military, etc.

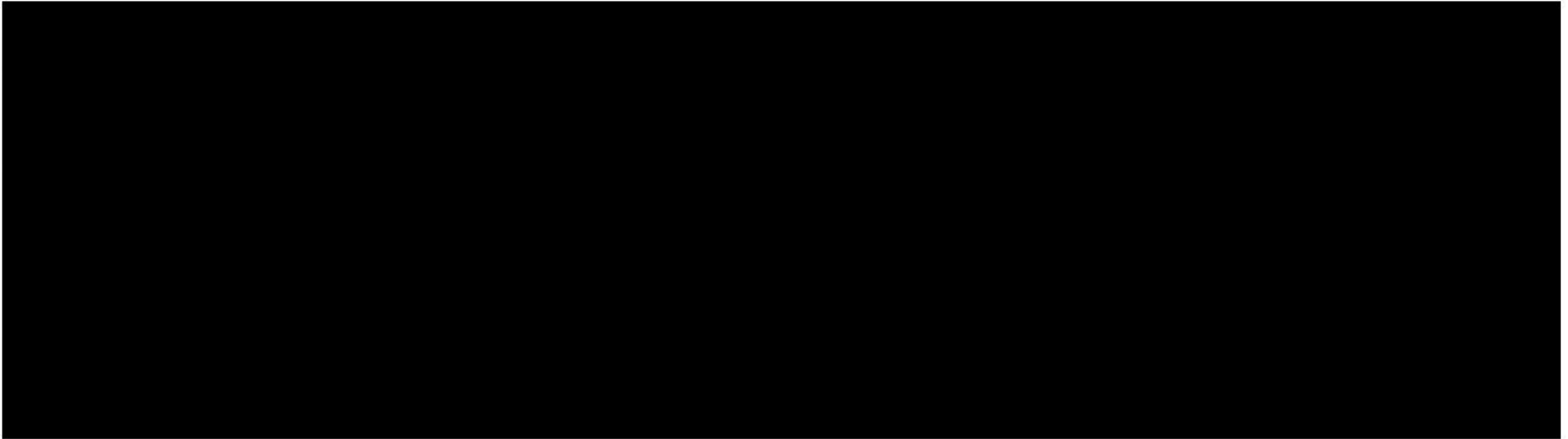
- **Potential for Added Value**

- Cultural and DEI efforts, Overcoming Adversity/ SES, Advanced Degree(s) & Significant Improvement in Grades, Military Service, Work Experience, Research, Artistic/Athletic Achievements, Connectivity to SC

Supplemental Essay Questions

The inclusion of supplemental AMCAS questions may assist with early identification of exceptional candidates which best align with the MUSC COM mission:

- 1.
- 2.
- 3.
- 4.



Close Ties to South Carolina

Out-of-State Applicants

Out-of-state applicants must possess strong “Close Ties” to South Carolina to demonstrate connectivity to the state. Close Ties are defined as:



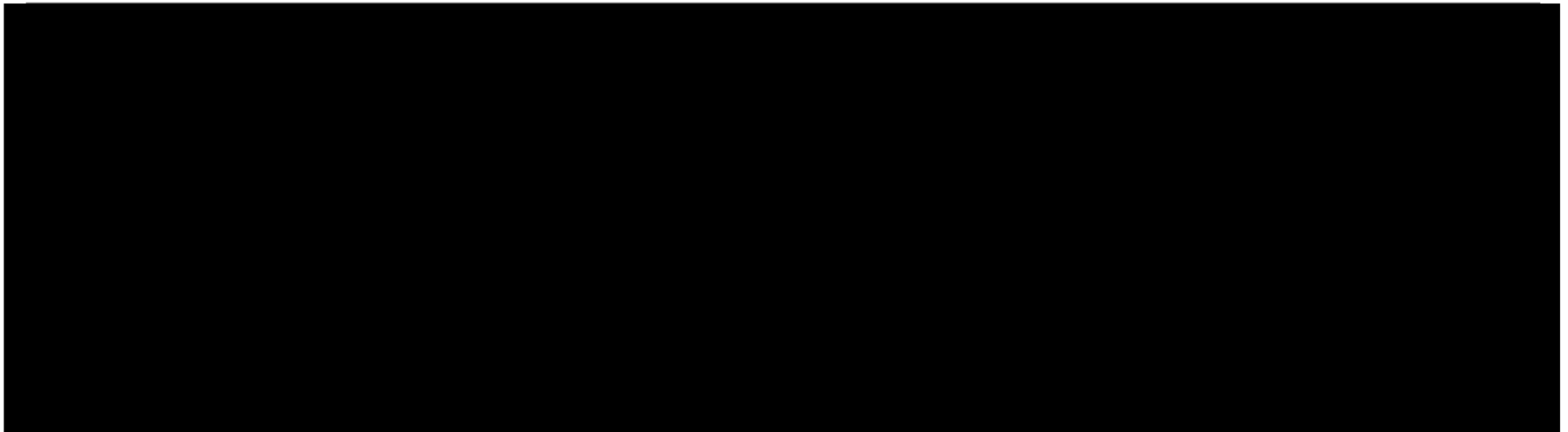
Note: MUSC College of Medicine does not interview or accept applicants who do not possess Close Ties to South Carolina. The Office of Admissions is required to verify the legal residency status of all applicants.

Impact of SCOTUS

MUSC OFFICE OF GENERAL COUNSEL

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SCOTUS – cont'd



Interviewer Training



Purpose of the Interview

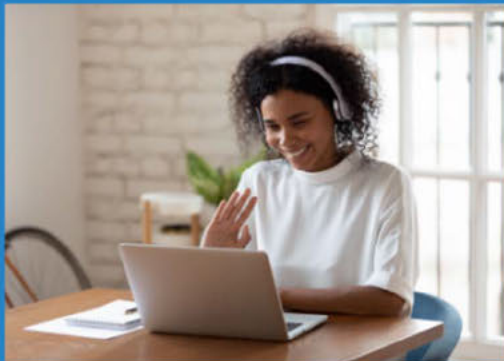
- To assess and evaluate an applicant's **experiences** and **attributes**.
- To identify opportunities for **Added Value** consideration.
 - How might the individual contribute value as a medical student and a physician?
 - Considering the "Distance Travelled" by an applicant to better understand the challenges or constraints they may have faced and what has been done to persevere.
- To identify possible **issues** or **concerns**.
- To represent the College of Medicine in a welcoming, positive light.

Interviewer Training: AMCAS Applications

- MUSC COM provides a **semi-blind** interview format, where the interviewer is given access to selected information from the AMCAS application.
- In an effort to mitigate implicit bias, **MCAT** and **GPA's** are not disclosed to interviewers.



Interviewer Training




Interview Tips

- Find a private, quiet space with minimal interruptions. The space should be well-lit with a forward-facing light source.
- Check that your microphone and camera are working correctly. Headphones help eliminate background noise and will amplify your voice.
- Ensure computer/device is fully charged or plugged in.
- Review any documents relevant to how you will run the interview, including potential interview questions.
 - Refer to training email for a list of sample interview questions.

Interviewer Training: Interview Screening

Selection

- Applicants are selected based on equally-weighted average scores of interviewer-rated Attributes and Experiences in combination with academic metrics (MCAT and weighted undergraduate cumulative GPA).
 - All interviewed applicants are presented and discussed at the monthly Admissions Committee meetings.
 - Rolling Admissions is offered throughout the interview cycle (Sept-Mar).
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Interview Training: Evaluating Attributes

- Principles
- Critical Thinking
- Emotional Intelligence
- Motivation
- Communication Skills
- Cultural Awareness

Attributes



Interview Training

Standardized Interview Questions

- Provided within the annual Admissions Interviewer Training email from the Office of Admissions. Please refer to these questions to best facilitate your interview preparations.

Interview Evaluations

- The link is provided in scheduled applicant interview email (from [REDACTED]@musc.edu). Please submit evaluations no later than 48 hrs. Timely submissions of evaluations are required for accurate reporting and processing.
- **New to FA24:** Interview Evaluations **password-protected**. Information will be included in interviewer communications.



Interviewer Training: Interview

Evaluating Applicant Attributes

- Principles
- Critical Thinking
- Emotional Intelligence
- Motivation
- Interpersonal Communication Skills
- Cultural Awareness



STRUCTURED INTERVIEW QUESTIONS



Evaluating Applicant Attributes

Attributes	Concerns	Below Average for Accepted Applicants	Typical of Successful Applicants	Extraordinary Applicant
Principles				
Critical Thinking				
Emotional Intelligence				
Motivation				
Communication Skills				
Cultural Awareness				



Interviewer Training: Interview

Evaluating Applicant Experiences

- Letters of Recommendation
- Leadership
- Volunteerism/Charitable Works
- Shadowing/ Clinical Exposure

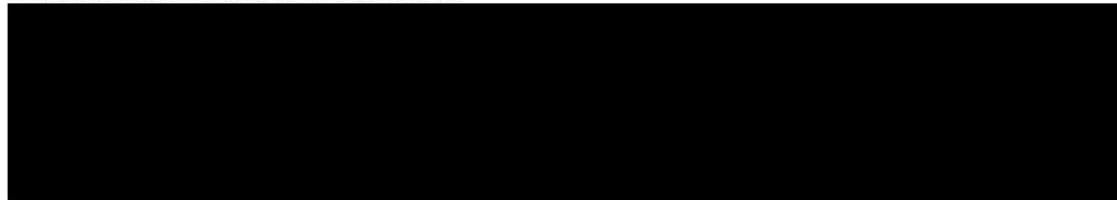


Evaluating Applicant Experiences

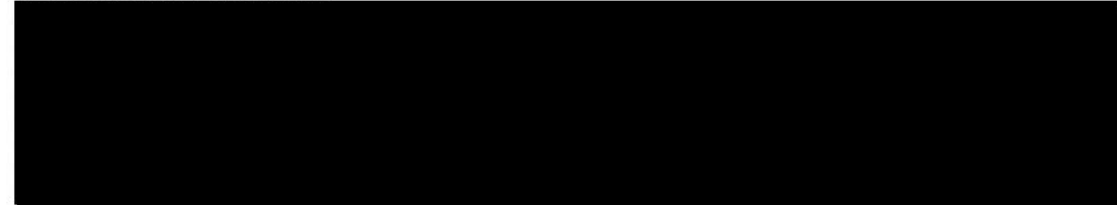
Experience Type	Poor	Below Average	Average	Above Average	Exceptional
Letters of Recommendation					
Leadership					
Volunteerism/ Charitable Works					
Shadowing/ Clinical Exposure Valuable to Understanding Medicine as a Career					

Required Comments: Strengths, Weaknesses, Concerns

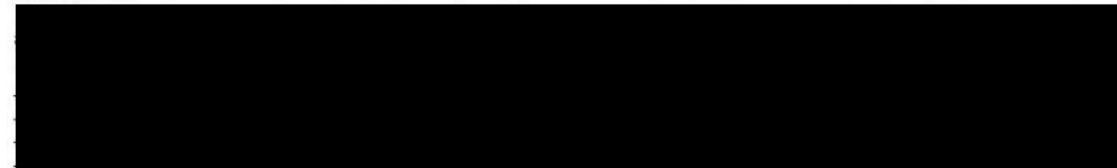
COMMENTS/ STRENGTHS OF APPLICANT

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WEAKNESSES OF APPLICANT

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CONCERNS

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Added Value

ADDED VALUE

If you determine that this individual has unique qualities beyond the usual applicant, please check the appropriate box for Added Value consideration and list the reason

[REDACTED]

Cultural Experiences ☐

Graduate (Terminal Degrees) ☐

Research Experience ☐

Significant Artistic/ Athletic Achievements ☐

Military ☐

No Criteria for Added Value ☐

Pattern of Significant Improvement in Coursework ☐

Extended Post-Baccalaureate Career Experiences ☐

Work experience during undergraduate ☐

Overcoming Adversity/ Experiencing a Disability ☐

Other _____ ☐

Interviewer Name

Date

Interview Questions: Do NOT Ask!

Work/Visa Status and Citizenship

- Illegal: Are you a U.S. citizen? You sound like you have an accent, where are you from? Where were your parents born? What is your native language? Is English your first language?
- Legal: Are you authorized to attend medical school in the U.S.? What languages do you speak?

Marital/Family Status

- Illegal: Are you married? Do you have children? If so, what do you do for child care? Are you planning to have children soon? Have you ever been divorced? Where is your spouse employed? Do you have a boyfriend (or girlfriend)?
- Legal: Are you willing and able to put in the amount of time required to be successful in medical school?

*Derived from Yale Office of Career Strategy <https://ocs.yale.edu/get-prepared/illegal-interview-questions>

Interview Questions: Do NOT Ask!

Age

- Illegal: How old are you? When were you born? How long have you been working?
- Legal: Do you have any concerns about handling the long hours that medical school and a medical career require? Are you at least 18 years of age?

Disability Status

- Illegal: Do you have any disabilities or medical conditions? How is your health? Do you take any prescription drugs? Have you been diagnosed with a mental illness? Have you ever been an alcoholic? Have you ever been in rehab?
- Legal: Are you able to perform as a physician and medical student with or without reasonable accommodation? Do you have any conditions that would keep you from performing as a physician?

*Derived from Yale Office of Career Strategy <https://ocs.yale.edu/get-prepared/illegal-interview-questions>

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Interview Questions: Do NOT Ask!

Religion

- Illegal: What is your religion? Are you practicing? What religious holidays do you practice?
- Legal: Can you work on weekends?

Arrest Record

- Illegal: Have you ever been arrested?
- Legal: Have you ever been convicted of any crime other than a traffic violation?

*Derived from Yale Office of Career Strategy <https://ocs.yale.edu/get-prepared/illegal-interview-questions>

Interview Questions: Do NOT Ask!

Do you have any outstanding debt? How well do you balance your personal finances? Do you own property?

- Interviewers have to have permission before asking about an applicants credit history. Similar to a criminal background history, interviewers can't disqualify an applicant from admission unless the information directly affects their ability to perform as a physician.

Do you socially drink? When was the last time you used illegal drugs?

- Interviewers cannot ask about drinking habits because it violates the Americans With Disabilities Act of 1990. For example, if an applicant is a recovering alcoholic, treatment of alcoholism is protected under this act. It's illegal to ask about past drug addiction, but an interviewer can ask you if an applicant is currently using illegal drugs.

*Derived from Yale Office of Career Strategy <https://ocs.yale.edu/get-prepared/illegal-interview-questions>

Confidentiality




IMPORTANT:

Information obtained during an interview or through review of an application must be considered to be highly confidential and will not be discussed in any forum nor with any person(s) except as part of admissions committee operations.

Conflict of Interest

Full disclosure of any potential conflicts of interest is required of all interviewers.

A conflict of interest exists in the following situations:

- Related by blood or marriage to the applicant
 - A healthcare provider for the applicant, currently or at any time in the past
 - In or has been in a significant advising, social or business relationship with the applicant
 - In a significant social relationship with a colleague who is related to the applicant
 - In a workplace environment in which a colleague is related to an applicant
 - Where a conflict of interest relating to the applicant has been previously identified
 - Anytime an interviewer feels they have a conflict of interest that may influence the outcome of the review process
- 
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Conflict of Interest Continued

As per ADCOM Charter:

- Members will be free of conflict and are not to be influenced by economic, personal or political factors when evaluating or discussing applicant to COM.
- Members are responsible for disclosing potential conflicts to the Associate Dean of Admissions.
- Members with a Conflict of Interest MUST recuse themselves from all admissions-related activity until a decision regarding acceptance or rejection is finalized.

Please notify the Office of Admissions if you know of, foresee, or become aware of a potential conflict of interest (COM-Admissions@musc.edu).

Interviewer Training: Communications

Communicating with Applicants

Admissions Committee members and interviewers should forward any applicant questions and communications to the Office of Admissions (COM-Admissions@musc.com).

The Office of Admissions staff is best suited to answer and respond to questions, issues, etc. Thank-you notes do not need to be forwarded.



Interview Training: 2023-24 Calendar

Virtual Interview Day (VID) Interviews:

Interview #1: 10:00am – 10:35am

Break: 10:35am-10:45am

Interview #2: 10:45am – 11:15am

**All Interview Evaluations due within 48 hours.*

2023-2024 Virtual Interview Days

September 8, 15, 21 (Th), 29

October 6, 13, 19 (Th), 27

November 3, 10, 16 (Th)

December 1, 8, 14 (Th)

January 5, 12, 18 (Th), 26

February 2, 9, 15 (Th), 23

March 1, 7 (Th)

Complete the Confidentiality and Conflict of Interest Attestation

Scan the QR code below to access the 2023-24 Confidentiality and Conflict of Interest Attestation. This form is required to serve as an ADCOM member and admissions interviewer for the upcoming cycle.

Use your phone to scan the QR code.

Complete the form in its entirety.

Submission of form fulfills annual training requirement.



THANK YOU

To our interviewers,

Thank you for all that you do for MUSC COM Admissions!!! We recognize this commitment takes time out of your busy schedules and we are most grateful for the continued support.

Please reach out to us if you have any questions or want to talk offline:

- [REDACTED]@musc.edu)
- [REDACTED]@musc.edu)