Best Practices:

"Residency Candidate Recruitment: The Emory Model"

Miss Jenny Alff, PC, C-TAGME

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You *ARE* the *INITIAL* contact person for *YOUR* program.

You are the face (and voice) of your program.

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Preparing for Your Interview Days

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Make a Timeline for Yourself Annually …

January – February

- Meet with your PD and Chairman to Choose Interview Dates for the next year.
- Close out Clinics and ORs for those days.
- Reserve Conference Room Space for the Interview Days.

July-August

- Meet with your PD, Chairman and Resident Representative to get an idea of what restaurant you'd like to go to for the Interview Dinners. Location, atmosphere, etc.
- Start contacting restaurants for your Interview Dinners.
- Set up meetings with the Restaurant Event Planner and do a Site Visit.
- Discuss your budget, number of people that you are expecting to attend, plan a Menu, and get a proposal IN WRITING.
- Go back to your PD, Chairman and Resident Representative with your findings.
- Contact your Event Planner and lock in your dates.

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Make a Timeline for Yourself Annually …

July-August

- Contact local hotels in the area. Work with your Community Partners close to your university. Set up a meeting with the Group Sales Manager.
- Negotiate a price per night that will be both cost effective and attractive to the Candidates.
- Ask the Sales Manager if she/he can set up a "One-Click Link" for all of your dates. Be sure to include a day before and a day after the Interviews. The Candidates may want to come into town early if your Interviews are on a Monday and they may want to stay an extra day if your Interviews are held on a Friday. Embed this link in the e-mail information that you send out to your Candidates.
- Inquire about FREE Parking, WiFi, pick up from the train station and a shuttle service to and from the dinner the night before and the day of the Interviews.

September

- Order your office supplies that you will need for the Application Process.

October

- Make an appointment with your Catering Department Manager to do your Menu Planning for all Interview Days (Breakfast, Lunch, Beverages, etc.)
- Address Food Allergies and Dietary Needs: Nut Allergies, Gluten Free Options, Vegetarian Options, Kosher

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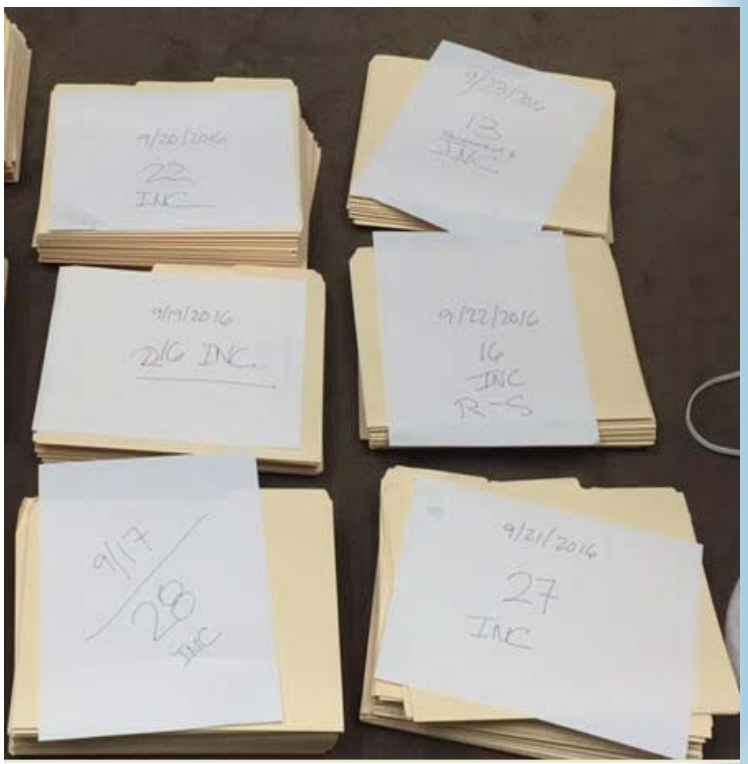
Fun Fact: There were 355 Candidates in the 2017 AUA Match. Out of those 355 Candidates, **353 applied to our program** at Emory University.



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After all Candidate Applications have been reviewed…

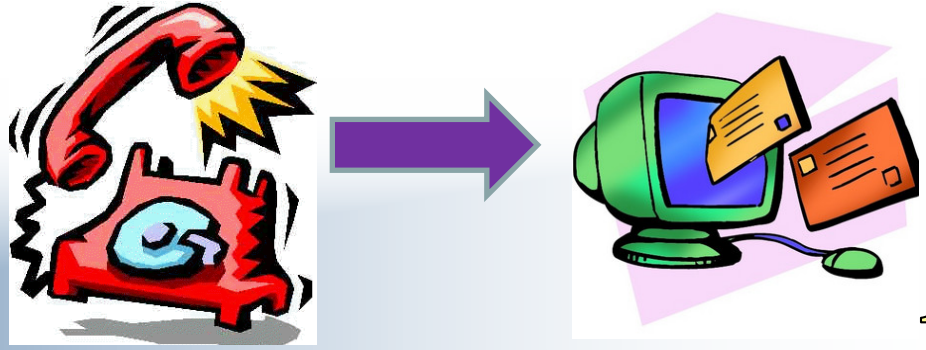
The Selection Committee will meet and discuss their top ten Candidates. **Eighty Candidates** are selected of which **74 Candidates** will be contacted. The remaining **six Candidates** will be your alternates.

We have four Interview Days and we interview approximately 19 Candidates per day, which gives us a ratio of 19 Candidates to each of our spots.

The phone calling begins the Invitation Process approximately 21 days out from our first Interview. I call each Candidate ***INDIVIDUALLY***.

The Candidate will either a) answer right away or b) I leave them a voice mail inviting them for the interview here at Emory University, giving them their choice of Interview Dates. ***They must call me back to accept or politely decline within 48 hours.***

After 48 hours, I will reach out to the remaining Candidates (five or six) via ERAS e-mail.



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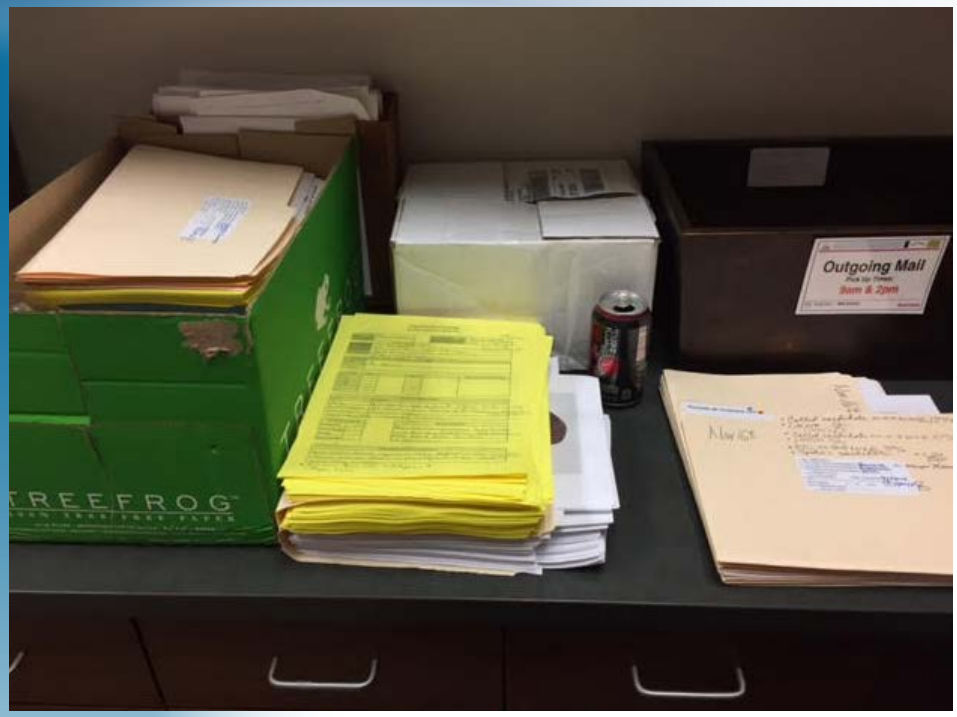
Then the fun begins with all of the copying, collating, stapling and making of the Interview Day Packets for each Interviewer.

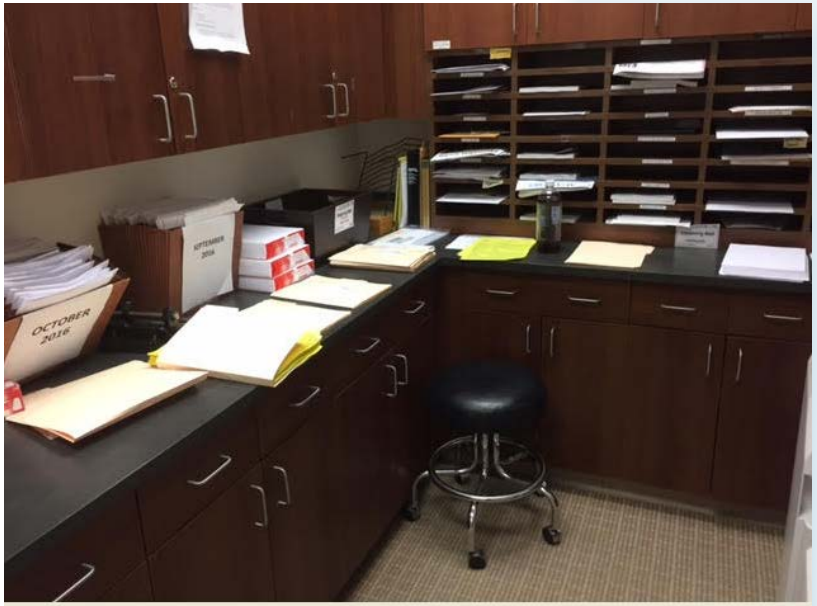
Face sheets are made for each Candidate Packet to protect their Confidential Information.

What is copied into each Candidate Packet?

- The Yellow Candidate Review Sheet
- CV
- Personal Statement
- LoRs
- USMLE Scores
- Medical School Transcript

I make sure that each Interviewer has their Candidate Packets at least ***five to seven days out*** from the actual Interview Day, ***so that they can study***.





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Interview Day Check Lists

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Jenny's "Things To Do" List for Interview Day #4 Friday, 12.2.2016

-E-mail Lynne to confirm Peds MDs. --- Done!

-E-mail all of the attendings to MAKE SURE that they will still be here in town to interview candidates on Monday, 11.7.2016. --- Done.

-Order breakfast and lunch for Interview Day #1 on 11.7.2016. – Done! 10.20.2016.

-Order breakfast and lunch for Interview Day #2 on 11.16.2016. – Done! 10.20.2016

-Order breakfast and lunch for Interview Day #3 on 11.21.2016. – Done! 10.20.2016

-Order breakfast and lunch for Interview Day #4 on 12.2.2016. – Done! 10.20.2016

-Copy off 11.7.2016 candidates files.

-Copy off 11.7.2016 candidate photo face sheets.

-Copy off 11.16.2016 candidates files.

-Copy off 11.16.2016 candidate photo face sheets.

-Copy off 11.21.2016 candidates files.

-Copy off 11.21.2016 candidate photo face sheets.

-Copy off 12.2.2016 candidates files.

-Copy off 12.2.2016 candidate photo face sheets.

-Make MD name labels for the Interview Day folders.

-Copy off MD Topics list for 12.2.2016.

-Copy off Interview Day Itinerary for 12.2.2016 candidates.

-Make sure that we have enough folders left over from last year. If not, go to the bookstore to purchase folders.

-Check to see if we have enough nametags. If not, order some.

-Copy off contents for Interview Day folders: Interview Day Itinerary, List of MDs interviewing the candidates on 12.2.2016, Residency Program Graduates List (lilac paper), stipends (salmon paper), Residency Rotation Schedule (yellow paper), Conference Schedule (green paper), CWMRs business card, jha's business card.

-Put MD Interview Packets together.

-Make sure to include BLUE SHEETS in the MD packets!!!

-Finish stuffing Interview Candidate blue folders.

-Make sure that every Candidate has a blue folder.

-Make sure everyone has a nametag.

-Send out a GENTLE REMINDER e-mail to the candidates about the reception on Thursday night, 12.1.2016, at 7pm at The Mercury. (Monday, 11.28.2016)

-Print off arrows, restroom signs and MD signs for offices on **BLUE** paper.

-Make a directional signs on **BLUE** paper for Candidates guiding them to the 6th Floor Conference Room --- B6300A and B6300B.

-Find cart and bring up to my office. (It is currently in the Residents Office.)

-Send out a GENTLE REMINDER e-mail to the residents about the reception on Thursday night, 12.1.2016, at 7pm at The Mercury. (Monday, 11.28.2016)

-Post signs on the 1st Floor in the Clinic. (12.1.2016)

-Put MD Interview Packets on their desks on Wednesday, 11.17.2016.

-Post signs on the 1st Floor near the elevators. (12.1.2016)

-Post signs and arrows on the 6th Floor near the elevators. (12.1.2016)

-Clean and straighten up the DoU Conference Room. (12.1.2016)

-Set up easel on the 6th Floor welcoming Candidates. (12.1.2016)

-Send out "Reminder – Interview Day" e-mail to all Staff. (11.30.2016)

-Send out room assignments e-mail to all Interviewers. (11.30.2016)

-Take bell, clock and Tylenol to DoU Conference Room and put in 12.1.2016 Candidate Interview Packet box.

-E-mail Richard to please open up the 6th Floor Conference Room and the B Clinic 1st Floor Conference Room Admin Hall on Friday, 12.2.2016 at 6am. (11.30.2016)

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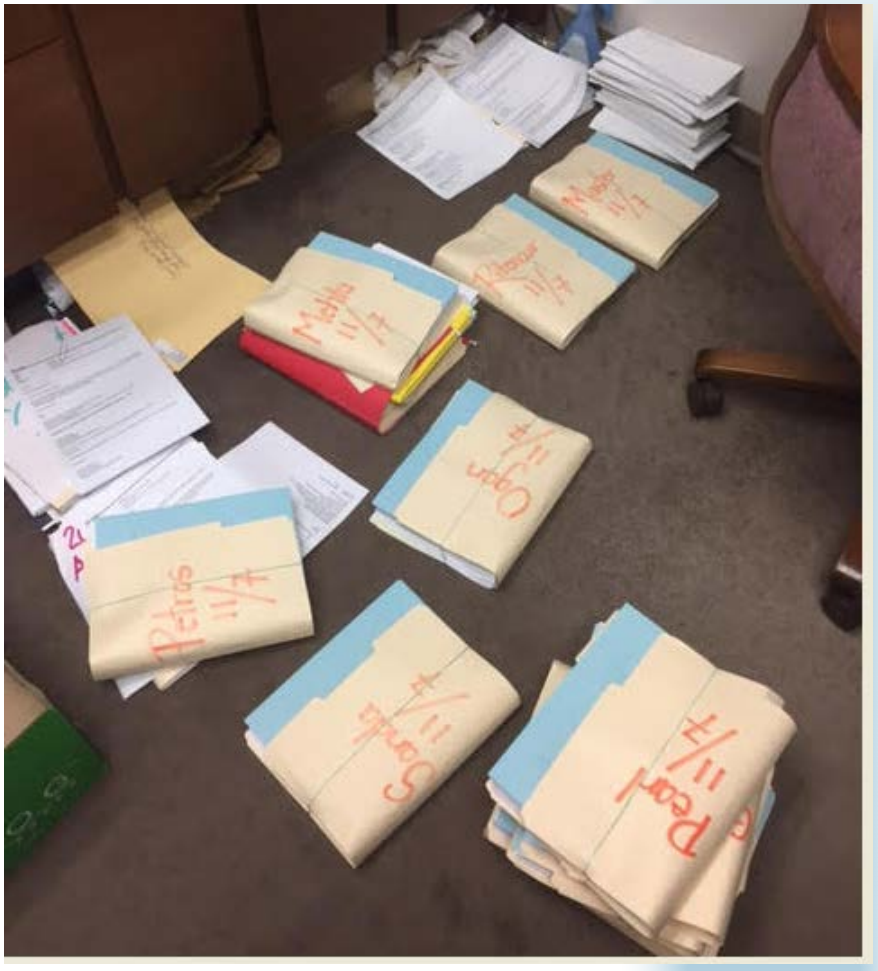
Interview Day Packets for Interviewers: ***Some Assembly Required.***



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The Evening Before the Interviews...

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Candidate Interview Dinners

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Lindsey Knott,
Event Planner for The Mercury

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Mercury

SUPPER CLUB & LOUNGE

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Mercury

Welcome 2016 AUA Residency Candidates

Vegetable Crudité
Green Goddess Dressing

Chicken Satays
White Balsamic Glaze

House Mixed Greens
Valdeon Blue Cheese, House Vinaigrette

Crispy Brussels Sprouts
Herbsaint Ranch Dressing

Lattice Cut Chips
French Onion Dip

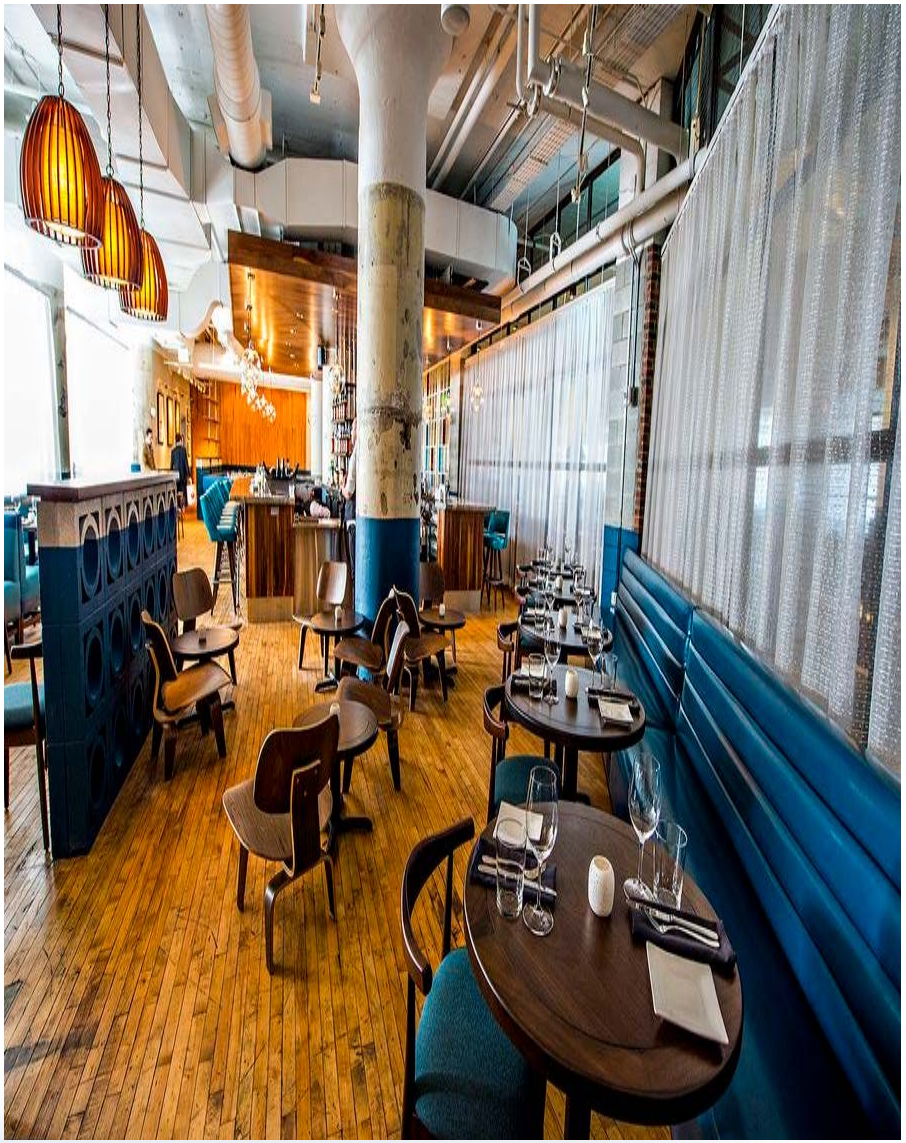
Heirloom Baby Vegetables

Mac & Cheese

Pigs in a Blanket

Vegetable Spring Rolls

Double Fudge Brownie - A la Mode



Beer

Cider
Treehorn, Marietta, Ga, 5.9% [6oz]

Merc's Lager
Non-artisanal & Super American, 4.6%

Kolsch
Eventide, Atlanta, GA, 5.3%

Farmhouse Ale
Boulevard "Tank 7", Kansas City, MO, 8.5%

Wine

Blanc de Blancs
François Montand Brut, Jura, France

Pinot Noir Rosé
Villa Wolf , Pfalz, Germany

Sauvignon Blanc
Tortoise Creek "Cuvee Jeane", Central Coast, California

Riesling
Dr. Thanisch QbA, Mosel, Germany

Malbec
Catena "Vista Flores", Mendoza, Argentina

Cabernet Sauvignon
Ruca Malen "Reserve", Mendoza, Argentina

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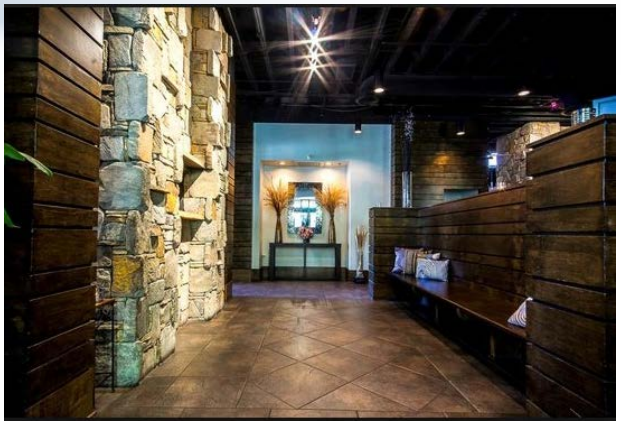

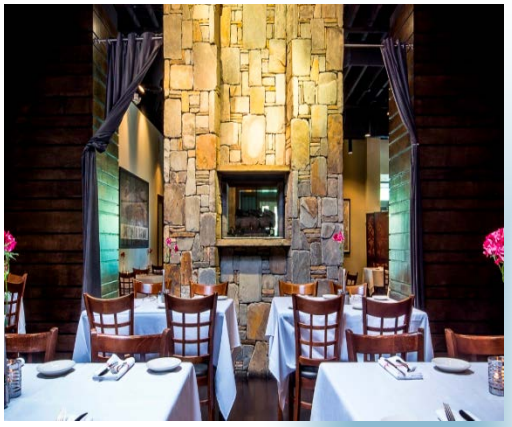

Parker's on Ponce

Welcomes the
2017 AUA Residency Match
Interview Candidates

Sunday, November 06, 2016

Salad:

Parker's house salad with mixed greens, dried cherries, gorgonzola cheese, red wine vinaigrette

Choice of:

Springer Mountain Farms roasted chicken with mashed potatoes, roasted root vegetables, and rosemary chicken jus

Balsamic-herb grilled tofu "steak" and warm farro salad with mushrooms, golden raisins, haricot verts, carrot top pesto, and mushroom "bacon"

Seared salmon filet with creamed kale, roasted root vegetables, and kumquat marmalade

Dessert:

NY style cheesecake with fresh berry and red wine sauce

Parker's on Ponce Welcomes
2017 AUA Residency Match
Interview Candidates

WHITE WINES

Charles de Fere Sparkling
La Marca Prosecco
Besitos Moscato
Obsession "Riesling"
Barone Fini Pinot Grigio
Martin Codax Albarino
Giesen Sauvignon Blanc
Ironstone Chardonnay
Roth Chardonnay

RED WINES

Black Sheep Pinot Noir
Calista Pinot Noir
14 Hands Sweet Red Blend
Fog Head Merlot
Concha Y Toro Cabernet
Bogle Old Vine Zinfandel
Campo Viejo Tempranillo
Laurent Miquel Syr-Grenache
Kaiken Reserva Malbec
B. R. Cohn Cabernet

BEERS ON DRAUGHT

Sweetwater "420" Pale Ale, GA
Aviator "Devil's Tramping Ground" Belgian Trippel, GA
Cherry Street "West LA Hopaway" IPA, GA
Jekyll Brewing "Oktoberfest" Marzen Lager, GA
Avery "Ellie"s" Brown Ale, CO
Monday Night Brewing "Drafty Kilt" Nitro Scotch Ale, GA

BOTTLED BEERS

Budweiser
Bud Lt.
Coors Lt.
Kaliber N/A
Miller Lt.
Michelob Ultra
Stella Artois
Jekyll "Big Creek" Kolsch
Mother Earth "Weeping Willow" Witbier
Crispin Hard Apple Cider
Terrapin "Hopsecutioner" IPA
3 Taverns "Night on Ponce" IPA
Sweetwater "Sweet Georgia" Brown Ale
Duck-Rabbit Milk Stout

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Day of the Interviews…

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Be Kind

Be Genuine

Be Patient

Be Honest

Be Prepared/Organized

Be an Ally

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-Agenda for the Interview Day.

-Have a schedule for the Candidates and stick to it!

-Make sure no Candidate is left behind!

-Memorize their names, faces, and schools. There's only one thing that we truly own in our lifetime and that is our name.

-Everything else can be taken away.

Department of Urology
Residency Interviews
November 7, 2016

8:00 AM	The 6th Floor Conference Room B6300A and B6300B The Emory Clinic, Building B Continental Breakfast
8:10 AM	Welcome/Department of Urology Overview Martin G. Sanda, M.D. Chairman and Chief of Service Professor Emory Clinic Physician Staff Physician at Saint Joseph's Hospital Director, Prostate Cancer Center at the Winship Cancer Institute of Emory University
	Statistics/Summary of the Interview Day Chad W. M. Ritenour, M.D. Professor and Vice Chair, Education and Faculty Affairs Director, Division of Men's Health/Infertility and General Urology Director, Residency Program Chief Medical Officer, Emory University Hospital
8:45 AM	Bathroom break and head to the Department of Urology Clinical Offices for Interviews The Emory Clinic, Building B 1st Floor
9:00 AM	Interviews The Emory Clinic, Building B 1st Floor Offices
12:45 PM	Lunch and Debriefing Session with Dr. Chad W. M. Ritenour Department of Urology Conference Room The Emory Clinic, Building B 1st Floor – B1407
1:45 PM	End of the Interview Day for those not taking the Tour.
1:45 PM	Tours of Emory University Hospital and Children's Healthcare of Atlanta – Egelston (OPTIONAL)
2:30 PM	Return to the Department of Urology Conference Room. End of Interview Day/Candidates depart.

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Emory University
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Residency Candidate Interviews for 2017 Match

Interviewers for 11.7.2016

-Martin G. Sanda, M.D.	Chairman and Chief of Service Professor Emory Clinic Physician Staff Physician at Saint Joseph's Hospital Director, Prostate Cancer Center at the Winship Cancer Institute of Emory University
-Louis A. Aliperti, M.D.	Junior Resident PGY-3/URO-2 Currently one of the Research Rotation Residents
-Cara B. Cimmino, M.D.	Emory Clinic Physician Assistant Professor of Urology Staff Physician at Emory – Saint Joseph's Hospital Division of Men's Health/Infertility and General Urology
-Christopher P. Filson, M.D.	Emory Clinic Physician Assistant Professor of Urology Staff Physician at Emory – Saint Joseph's Hospital Staff Physician at Atlanta VA Medical Center
-Michael L. Garcia-Roig, M.D.	Pediatric Urology Georgia Urology, P.C.
-Aaron H.Q. Lay, M.D.	Emory Clinic Physician Assistant Professor of Urology Director, Endourology and Kidney Stone Program at Grady Memorial Hospital Staff Physician at Grady Memorial Hospital
-Akanksha Mehta, M.D., M.S.	Emory Clinic Physician Assistant Professor of Urology Director, Medical Student Clerkships Staff Physician at Emory - Saint Joseph's Hospital Staff Physician at Emory Midtown Hospital Division of Men's Health/Infertility and General Urology
-Kenneth Ogan, M.D.	Emory Clinic Physician Associate Professor of Urology Vice Chairman of Education Associate Residency Program Director Co-Director, Comprehensive Stone Center Endourology/Laparoscopy
-Jeffrey A. Pearl, M.D.	Senior Resident PGY-4/URO-3
-John A. Petros, M.D.	Emory Clinic Physician Professor of Urology Associate Chair for Research Staff Physician at Atlanta VA Medical Center
-Chad W. M. Ritenour, M.D.	Emory Clinic Physician Professor and Vice Chair, Education and Faculty Affairs Director, Division of Men's Health/Infertility and General Urology Director, Residency Program Chief Medical Officer, Emory University Hospital

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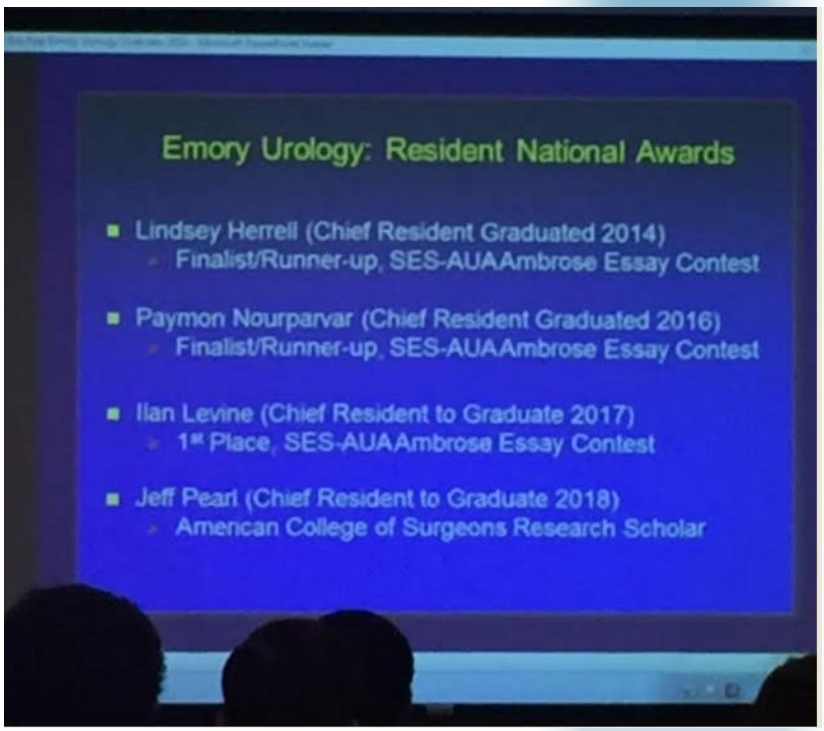

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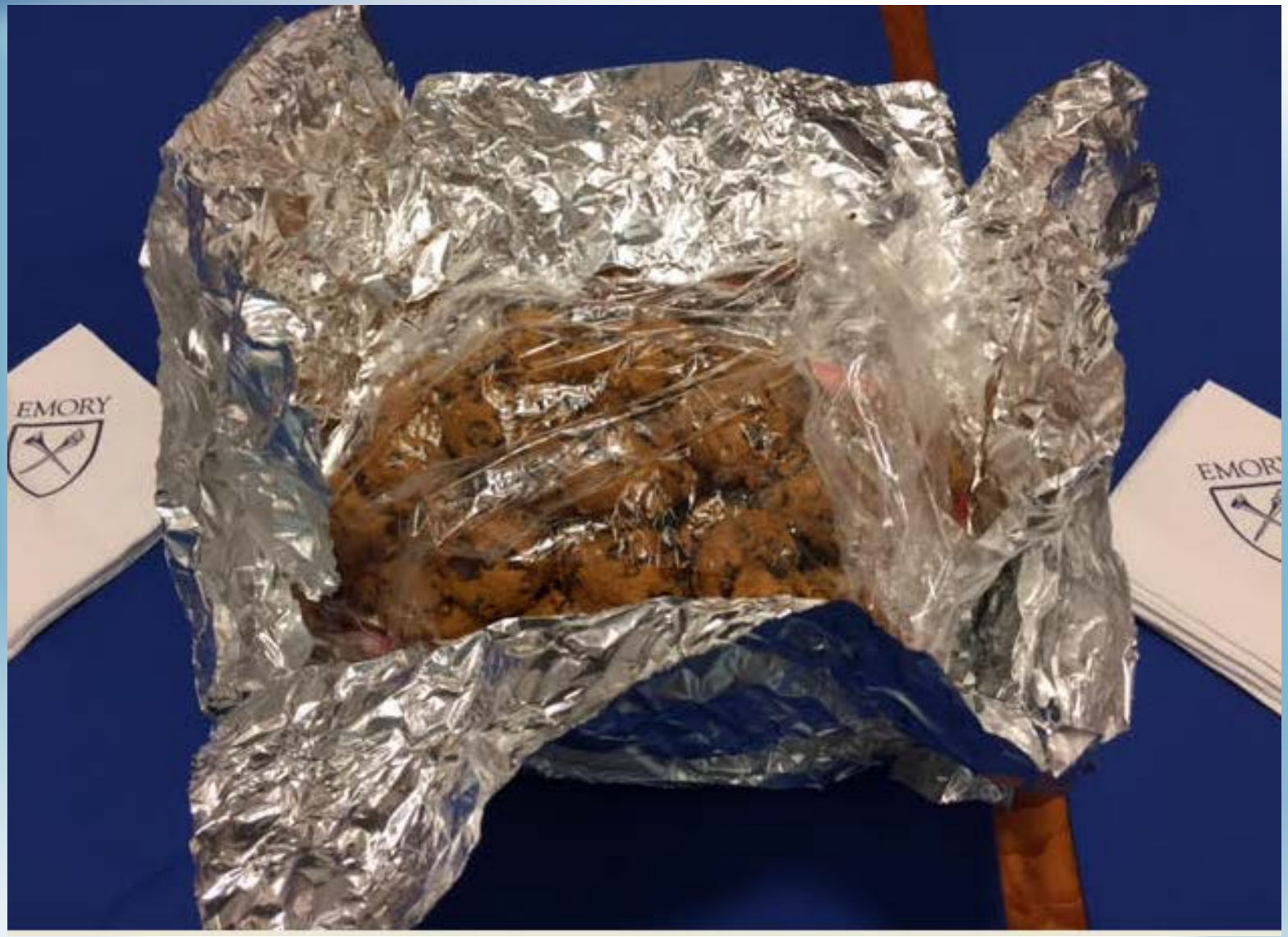

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Homemade
Pumpkin Spice Cranberry
Chocolate Chip Cookies

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"Every Day is a School Day."

~ Fray F. Marshall, M.D.

(1944-2011)

Thank you!

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