**SUPPLEMENTARY MATERIALS**

**Supplement 1: Instructions for Moderator**

**[Program name] Interviews [Year]**

**Virtual Video Interviews**

**Instructions for Moderator**

The entire Virtual Video Interviews day will be conducted through a single Zoom meeting. The **Moderator** will be controlling the flow of the day, assisting participants as needed, and most importantly **assigning and re-assigning the Breakout Rooms** (instructions below).

**[Date] Virtual Reception Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **Meeting Type** |
| 18:00-18:10 | Welcome | Welcome by program director and chief fellows & troubleshooting | Full Group |
| 18:10-18:25 | Program DirectorPresentation | Welcome and program information | Full Group |
| 18:25-18:40 | Chief FellowsPresentation | Welcome and program information | Full Group |
| 18:40-18:55 | HPB-lead Presentation | Welcome and HPB-stream information | Full Group |
| 19:00-19:45 | Breakout Roomswith Faculty | Smaller discussion rooms with faculty | BreakoutRooms |
| 19:45-20:30 | Fellows only | Informal discussions with the fellows present only | Full Group |

**[Date] Interview Day Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **Meeting Type** |
| 7:15-7:45 | Pre-Meeting | Login to meeting and troubleshooting | Full Group |
| Parallel Sessions | 7:45-12:15 | Interviews | Separate schedule with candidate timeslots will be circulated.  | Breakout RoomsPaired by Moderator |
| 7:45-12:15 | Virtual Hang Out Room | (\*\*optional) Casual conversation and Q&A with current fellows. This will be in the main meeting session for those not currently assigned to breakout rooms. | Fellows & candidates not actively interviewing |
| 12:15-12:35 | Lunch | Break for interviewers | Mute sound and camera |
| Parallel Sessions | 12:40-15:50 | Interviews | Separate schedule with candidate timeslots will be circulated. | Breakout RoomsPaired by Moderator |
| 12:40-15:50 | Virtual Hang Out Room | (\*\*optional) Casual conversation and Q&A with current fellows. This will be in the main meeting session for those not currently assigned to breakout rooms. | Fellows & candidates not actively interviewing |
| 16:00 | Debrief |  | Interviewers and other faculty & fellows |

**Managing Breakout Rooms in Zoom**

* The Zoom instructions are available at <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms>.
* The **Moderator** will *manually* pair interviewers and candidates into breakout rooms based on the **Virtual Video Interview Schedule**.
* Click “*Breakout Rooms*”



* Select *6* rooms, *Manually*, and click *Create Breakout Rooms*. Your rooms will be created, but will not start automatically. You need to “rename” these rooms by hovering over the room name and clikc “Rename”; rename them to **1) Program Director, 2) MMI, 3) Semi-structured A, 4) Semi-structured B, 5) Rest Room, and 6) Interview Prep Room.** Click *Options* at the bottom left corner: unclick “Countdown after closing breakout room”, ensure “Allow participants to return to the main session at any time” is clicked. You may then close the Breakout Rooms window – your room names will be maintained unless you close the whole meeting.
* To assign participants to your rooms, select *Assign*next to the room. Initially select the interviewers. [Once a participant has been assigned, the number of participants will show in place of the Assignbutton.]



* Select *“Open All Rooms”* when you want to place the interviewers into their rooms. This will place participants in their breakout rooms. If a participant has not joined the breakout session yet, it will be noted by (not joined) next to their name.
* Prior to the first interviews, place all interviewers in the “Interview Prep” breakout room, join this breakout room, ensure they understand their instructions, then assign them to their interview rooms.
* Participants who are not assigned to breakout rooms will remain in the main meeting when the rooms are started. This will function as the **Virtual “Hang Out” Room** for informal conversation for those who are not actively interviewing. Alternatively, participants can leave the meeting while not interviewing and call again prior to their interview time.

**Timing**.

* Candidates are arranged in blocks of 4 candidates/1 hour in AM (GSO candidates) or 3 candidates/45 minutes in PM (HPB candidates). Between each block, there is a “Buffer” time.
* Candidates are instructed to sign in at least 15 minutes prior to their interview time. In this time, assign them to the “Interview Prep” breakout room. Here you can ensure they understand their instructions, tech check, and you can provide motivational/calming comments. From here, at the beginning of their interview block, you assign them to their interview breakout rooms. After the first block of interviews, this can be done in the “buffer” time for the next block.
* Each interview is 15 minutes. 14 minutes for interview, 1 minute for scoring/transition. You need to set a timer. At 13 minutes, broadcast “**One Minute Remaining**” to all rooms. Do this by clicking “*Broadcast a message to all*”



* At 14 minutes, move all candidates to the “Interview Prep” breakout room. This will be their “transition time” and time for interviewers to input scores. *Click on the Candidate name, click “Move To” and select the interview prep breakout room*. Do this for each Candidate.



* At 15 minutes, move the candidates from the Interview Prep room, to their next interview room based on the schedule you have been provided.
* During the “*Buffer*” time between each block of interviews, bring the next 3-4 candidates for the next rounds of interviews into the “Interview Prep Room”. Here you can confirm they are on the call, ensure they are all feeling ready to start, answer any questions. Then at the start of the interview block, assign them to their interview rooms.
* The **Moderator** will stay in the main meeting session, unless you join a breakout room.
* Note\* you can create an additional breakout room for specific participants if you need to provide private information
* **Asking for Help.** Participants in breakout rooms can request that the meeting host join their meeting by clicking *Ask for Help***.**



The **Moderator** will be prompted to join the room where the request originated from. Click *Join Breakout Room*to join the room.



* If there are major unresolvable tech issues, the fellows interviewing have the candidates’ back up phone numbers and have been instructed to call them by phone and then either call the other staff interviewers/put on speaker via the zoom meeting. You have the list of contact numbers for back-up in your schedule.

**Supplement 2: Master Moderator Schedule**

**[Program Name] Interviews [Year]**

**List of Candidates**

|  |  |
| --- | --- |
| **Name** | **Back-up Phone Contact** |
| Candidate 1 | ###-###-####  |
| Candidate 2 |  |
| Candidate 3 |  |
| Candidate 4 |  |
| Candidate 5 |  |
| Candidate 6 |  |
| Candidate 7 |  |
| .... |  |

**Roles for Interview Day**

|  |  |  |
| --- | --- | --- |
| **Room/Activity** | **Interviewers (7:45-12:15)** | **Interviewers (12:40-15:50)** |
| Moderator | Moderator nameBack-up Moderator | Moderator name |
| Program Director Room | Program DirectorChief fellow | Program DirectorChief fellow |
| MMI Room | Faculty Interviewer 1Faculty Interviewer 2Trainee interviewer 1 | Faculty Interviewer 1 Faculty Interviewer 3Trainee interviewer 2 |
| Semi-structured Room A | Faculty Interviewer 4Faculty Interviewer 5Trainee interviewer 3 | (from 12:40-13:10) Faculty Interviewer 4Faculty Interviewer 5Trainee interviewer 3 |
| Semi-structured Room B (HPB-stream interviews) |  | (from 13:10)Faculty Interviewer 6Faculty Interviewer 7Trainee interviewer 4 |
| Virtual Hangout Room | Current trainees not interviewing | Current trainees not interviewing |
|  |
| Debrief (16:00) | All program faculty All current trainees |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Program Director** | **MMI** | **Semi-Structured A** | **Rest Room** |
| **Interviewers** | Program DirectorChief fellow | Faculty Interviewer 1Faculty Interviewer 2Trainee interviewer 1 | Faculty Interviewer 4Faculty Interviewer 5Trainee interviewer 3 |  |
| **7:45** | Candidate 1 | Candidate 2 | Candidate 3 | Candidate 4 |
| **8:00** | Candidate 2 | Candidate 3 | Candidate 4 | Candidate 1 |
| **8:15** | Candidate 3 | Candidate 4 | Candidate 1 | Candidate 2 |
| **8:30** | Candidate 4 | Candidate 1 | Candidate 2 | Candidate 3 |
| **8:45** | Buffer (10min) |  |  |  |
| **8:55** | Candidate 5 | Candidate 6 | Candidate 7 | Candidate 8 |
| **9:10** | Candidate 6 | Candidate 7 | Candidate 8 | Candidate 5 |
| **9:25** | Candidate 7 | Candidate 8 | Candidate 5 | Candidate 6 |
| **9:40** | Candidate 8 | Candidate 5 | Candidate 6 | Candidate 7 |
| **9:55** | Buffer (10min) |  |  |  |
| **10:05** | Candidate 9 | Candidate 10 | Candidate 11 | Candidate 12 |
| **10:20** | Candidate 10 | Candidate 11 | Candidate 12 | Candidate 9 |
| **10:35** | Candidate 11 | Candidate 12 | Candidate 9 | Candidate 10 |
| **10:50** | Candidate 12 | Candidate 9 | Candidate 10 | Candidate 11 |
| **11:05** | Buffer (10min) |  |  |  |
| **11:15** | Candidate 13 | Candidate 14 | Candidate 15 | Candidate 16 |
| **11:30** | Candidate 14 | Candidate 15 | Candidate 16 | Candidate 13 |
| **11:45** | Candidate 15 | Candidate 16 | Candidate 13 | Candidate 14 |
| **12:00** | Candidate 16 | Candidate 13 | Candidate 14 | Candidate 15 |

\*\* Virtual Hangout (main meeting room): Current trainees not interviewing

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Program Director** | **MMI** | **Semi-Structured A (until 13:10)** | **Semi-Structured B (13:10 onward)** | **Rest Room** |
| **12:15** | Lunch |  |  |  |  |
| **12:35** | Buffer (5 min) |  |  |  |  |
| **Interviewers** | Program DirectorChief fellow | Faculty Interviewer 1 Faculty Interviewer 3Trainee interviewer 2 | Faculty Interviewer 4Faculty Interviewer 5Trainee interviewer 3 | Faculty Interviewer 6Faculty Interviewer 7Trainee interviewer 4 |  |
| **12:40** | Candidate 17 | Candidate 18 | Candidate 19 |  | Candidate 3 |
| **12:55** | Candidate 18 | Candidate 19 | Candidate 3 |  | Candidate 17 |
| **13:10** | Candidate 19 | Candidate 3 |  | Candidate 17 | Candidate 18 |
| **13:25** | Candidate 3 | Candidate 17 |  | Candidate 18 | Candidate 19 |
| **13:40** | Buffer (10min) |  |  |  |  |
| **13:50** | Candidate 20 | Candidate 21 |  | Candidate 22 |  |
| **14:05** | Candidate 21 | Candidate 22 |  | Candidate 20 |  |
| **14:20** | Candidate 22 | Candidate 20 |  | Candidate 21 |  |
| **14:35** | Buffer (10min) |  |  |  |  |
| **14:45** | Candidate 23 | Candidate 24 |  | Candidate 25 |  |
| **15:00** | Candidate 24 | Candidate 25 |  | Candidate 23 |  |
| **15:15** | Candidate 25 | Candidate 23 |  | Candidate 24 |  |
| **15:30** | Buffer (5min) |  |  |  |  |
| **15:35** | Emergency interview time |  |  |  |  |
| **15:50** | Buffer (min) |  |  |  |  |
| **16:00** | Debrief (new Zoom) |  |  |  |  |

\*\* Virtual Hangout (main meeting room): Current trainees not interviewing

**Supplement 3: Interviewers Instructions**

 **[Program Name] Interviews [Year]**

This document provides interviewer instructions. It contains four sections:

1. Roles for Interview Day
2. Overview Virtual Video Interviews
3. Virtual Reception
4. Interview Day Conduct
5. **Roles for Interview Day**

We thank everyone for volunteering to be interviewers for the day. Given the format this year, we have fewer interview rooms and we are limiting number of interviewers to **maximum of 3** in order to not overwhelm candidates. We have done our best to involve as many faculty and fellows as possible in the interview process.

|  |  |  |
| --- | --- | --- |
| **Room/Activity** | **Interviewers (7:45-12:15)** | **Interviewers (12:40-15:50)** |
| Moderator | Moderator nameBack-up Moderator | Moderator name |
| Program Director Room | Program DirectorChief fellow | Program DirectorChief fellow |
| MMI Room | Faculty Interviewer 1Faculty Interviewer 2Trainee interviewer 1 | Faculty Interviewer 1 Faculty Interviewer 3Trainee interviewer 2 |
| Semi-structured Room A | Faculty Interviewer 4Faculty Interviewer 5Trainee interviewer 3 | (from 12:40-13:10) Faculty Interviewer 4Faculty Interviewer 5Trainee interviewer 3 |
| Semi-structured Room B(HPB-stream interviews) |  | (from 13:10)Faculty Interviewer 6Faculty Interviewer 7Trainee interviewer 4 |
| Virtual Hangout Room | Current trainees not interviewing | Current trainees not interviewing |
|  |
| Debrief (16:00) | All program faculty All current trainees |

1. **Overview Virtual Video Interviews**

The University of Toronto General Surgical Oncology Fellowship Interviews will be **two-way live virtual interviews** conducted in real-time between candidates and interviewers. These **interviews will not be recorded**.

**IMPORTANT NOTE**: any issues with the technology will not be used in grading interviews. We will aim to troubleshoot any potential problems. We have back-up phone numbers for each candidate available for interviewers to use if the Zoom platform fails and cannot be corrected promptly.

**Selected technology system is Zoom**

* Candidates and Interviewers DO NOT need a Zoom account, but can choose to sign-in as a guest. The meeting can be joined asynchronously. This means, the host does not have to answer the call and attendees can enter the meeting’s virtual waiting room.
* **First time users**. Download the app by clicking the meeting link at any time or this download link <https://zoom.us/support/download>. You will be asked to download the Zoom app. Accept access to microphone and camera (and screen recording if you will be sharing your screen). Join the meeting as a guest or sign in (you may have to re-click the meeting link). Alternatively, you can join a test meeting to confirm your system is functioning ( <http://zoom.us/test>). If you have having trouble with the microphone or camera you may need to check your security and privacy settings to ensure Zoom has access. Also try closing Zoom and re-clicking the link to re-open the meeting. Join with your computer audio (or call in by phone if you do not have a microphone), and select the video icon in the bottom left-hand side of the Zoom window to start the camera.
* **You can toggle microphone and camera on and off.** It is best to mute your microphone in the large group session if you are not speaking.
* Zoom’s instructions/troubleshooting are available at (<https://support.zoom.us/hc/en-us>).

**Advice for Virtual Interviews**

* Practice using the system in advance. Ensure you have a working microphone, camera, and internet connection. It is best to use headphones. You can use your computer microphone, earbud microphone, or an external microphone.
* Ensure you have an appropriate space and location for the interview
	+ Neutral, quiet space with good lighting and free from possible interruptions.
	+ Consider having additional lighting depending on the space that you are in.
* Eye contact and nonverbal communication
	+ Eye contact: look at the screen, the camera, and your notes if you have them. Avoid looking for prolonged periods at yourself on the screen. This keeps eye contact natural.
	+ Having the camera placed slightly above eyeline will provide the most natural angle.
* Professional dress
	+ Dress as you would for any interview. This will help you get into the mindset of interviewing
* Other materials
	+ Consider having water available for yourself and a pen and paper if you would like to jot notes.
* Unexpected interruptions
	+ Noise: if there is a loud noise, apologize briefly and mute your microphone until the noise subsides.
	+ Someone enters the room: apologize briefly and mute your microphone and toggle off the camera until the interruption ends
	+ Video or audio disconnects. Attempt to call again. If you are unable to reconnect this will not impact your overall interview score. Contact the moderator if you are able. Otherwise, the interviewers will call the candidate using the provided back-up phone number
	+ Avoid multitasking with use of other things on your computer or phone. Turn off any computer and phone notifications.
1. **Presentations & Virtual Reception (April 28)**

We will hold presentations with information about the program by the program director and the fellows between 18:00-19:00.

We have planned a virtual reception for the evening before the interviews. We hope to provide time for casual conversation and informal discussions. Further, we hope that this will allow everyone to become more comfortable with the Zoom platform.

Please, call in by 17:55 and we will arrange breakout rooms. RSVP in advance if you know you will be able to attend.

We will create Zoom breakout rooms with smaller groups to allow informal discussion – the moderator will assign these groups and can move participants between rooms. Finally, the faculty will leave the meeting and the fellows will remain for “fellow-level conversations”. Wine, drinks & food welcome!

**[Date] Virtual Reception Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **Meeting Type** |
| 18:00-18:10 | Welcome | Welcome by program director and chief fellows & troubleshooting | Full Group |
| 18:10-18:25 | Program DirectorPresentation | Welcome and program information | Full Group |
| 18:25-18:40 | Chief FellowsPresentation | Welcome and program information | Full Group |
| 18:40-18:55 | HPB-lead Presentation | Welcome and HPB-stream information | Full Group |
| 19:00-19:45 | Breakout Roomswith Faculty | Smaller discussion rooms with faculty | BreakoutRooms |
| 19:45-20:30 | Fellows only | Informal discussions with the fellows present only | Full Group |

1. **Interview Day Conduct (April 29)**

Please, refer to the agenda overview below. See section IV below to confirm your role.

You will be provided with a schedule of interview timeslots and candidates, interview questions/station instructions, a list of preferred back-up phone numbers for candidates, and scoring instructions. *The back-up phone number is to be used if the Zoom platform fails and cannot be promptly repaired*. *The fellow will be the designated caller and will do a call merge.*

All faculty and fellows are invited to the debrief.

**[Date] Interview Day Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **Meeting Type** |
| 7:15-7:45 | Pre-Meeting | Login to meeting and troubleshooting | Full Group |
| Parallel Sessions | 7:45-12:15 | Interviews | Separate schedule with candidate timeslots will be circulated.  | Breakout RoomsPaired by Moderator |
| 7:45-12:15 | Virtual Hang Out Room | (\*\*optional) Casual conversation and Q&A with current fellows. This will be in the main meeting session for those not currently assigned to breakout rooms. | Fellows & candidates not actively interviewing |
| 12:15-12:35 | Lunch | Break for interviewers | Mute sound and camera |
| Parallel Sessions | 12:40-15:50 | Interviews | Separate schedule with candidate timeslots will be circulated. | Breakout RoomsPaired by Moderator |
| 12:40-15:50 | Virtual Hang Out Room | (\*\*optional) Casual conversation and Q&A with current fellows. This will be in the main meeting session for those not currently assigned to breakout rooms. | Fellows & candidates not actively interviewing |
| 16:00 | Debrief |  | Interviewers and other faculty & fellows |

**Conduct of the Day**

* Call in anytime between 7:15-7:45 for the **premeeting**. This will be used for ensuring the technology is working and troubleshooting.
* Some of the interview day will occur with the full group in one virtual meeting space, while other for other parts you will be assigned to smaller virtual breakout rooms (e.g., during the interviews).

**Interviews**

* **For the interviews the Moderator will assign you to your Breakout rooms at the times listed on the provided schedule**. The breakout room is your interview room and you will stay in the same breakout room (the candidates will be shifted around between breakout rooms, depending on which interview they are having). You do not have to do anything after joining the main meeting through the initial meeting link. You will then see prompts on your Zoom session to “Join” the breakout room.



* Zoom instructions are available at <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms>.
* In the breakout room, the only people with access to this space are the assigned interviewers, the candidate, and the moderator.
* You can click “Ask for Help” to notify the Moderator that you need assistance and they will be asked to join your breakout room.



* **Timing**. Interview blocks will be 15 minutes. You will get a written notification on your screen from the moderator at 13 minutes “***One Minute Remaining***”. Please aim to be finished by the 14 minute mark. The candidate will be taken out of the interview room at that point. It is very important to stay on time.
* **Virtual Hangout Room.** Several fellows will remain outside of breakout rooms in the main meeting area. Candidates can join this space before and/or after their interview for informal discussions about the program, life as a fellow, Toronto, etc.

**Supplement 4: Candidate Instructions**

**[Program Name] Interviews [Year]**

This document provides interview instructions. It contains three sections:

1. Virtual Video Interviews Overview
2. Virtual Reception
3. Interview Day
4. **Virtual Video Interviews Overview**

The University of Toronto General Surgical Oncology Fellowship Interviews will be **two-way live virtual interviews** conducted in real-time between candidates and interviewers. These **interviews will not be recorded**.

**IMPORTANT NOTE**: any issues with the technology will not be used in grading interviews. We will aim to troubleshoot any potential problems. We have back-up phone numbers for each candidate available for interviewers to use if the Zoom platform fails and cannot be corrected promptly.

**Selected technology system is Zoom**

* Candidates and Interviewers DO NOT need a Zoom account, but can choose to sign-in as a guest. The meeting can be joined asynchronously. This means, the host does not have to answer the call and attendees can enter the meeting’s virtual waiting room.
* **First time users**. Download the app by clicking the meeting link at any time or this download link <https://zoom.us/support/download>. You will be asked to download the Zoom app. Accept access to microphone and camera (and screen recording if you will be sharing your screen). Join the meeting as a guest or sign in (you may have to re-click the meeting link). Alternatively, you can join a test meeting to confirm your system is functioning ( <http://zoom.us/test>). If you have having trouble with the microphone or camera you may need to check your security and privacy settings to ensure Zoom has access. Also try closing Zoom and re-clicking the link to re-open the meeting. Join with your computer audio (or call in by phone if you do not have a microphone), and select the video icon in the bottom left-hand side of the Zoom window to start the camera.
* **You can toggle microphone and camera on and off.** It is best to mute your microphone in the large group session if you are not speaking.
* Zoom’s instructions/troubleshooting are available at (<https://support.zoom.us/hc/en-us>).

**Advice for Virtual Interviews**

* Practice using the system in advance. Ensure you have a working microphone, camera, and internet connection. It is best to use headphones. You can use your computer microphone, earbud microphone, or an external microphone.
* Ensure you have an appropriate space and location for the interview
	+ Neutral, quiet space with good lighting and free from possible interruptions.
	+ Consider having additional lighting depending on the space that you are in.
* Eye contact and nonverbal communication
	+ Eye contact: look at the screen, the camera, and your notes if you have them. Avoid looking for prolonged periods at yourself on the screen. This keeps eye contact natural.
	+ Having the camera placed slightly above eyeline will provide the most natural angle.
* Professional dress
	+ Dress as you would for any interview. This will help you get into the mindset of interviewing
* Other materials
	+ Consider having water available for yourself and a pen and paper if you would like to jot notes.
* Unexpected interruptions
	+ Noise: if there is a loud noise, apologize briefly and mute your microphone until the noise subsides.
	+ Someone enters the room: apologize briefly and mute your microphone and toggle off the camera until the interruption ends
	+ Video or audio disconnects. Attempt to call again. If you are unable to reconnect this will not impact your overall interview score. Contact the moderator if you are able. Otherwise, the interviewers will call the candidate using the provided back-up phone number
	+ Avoid multitasking with use of other things on your computer or phone. Turn off any computer and phone notifications.
1. **Virtual Reception ([Date])**

We will hold presentations with information about the program by the program director and the fellows between 18:00-19:00.

We have planned a reception for the evening before the interviews. We hope to provide time for casual conversation and informal discussions. Further, we hope that this will allow everyone to become more comfortable with the Zoom platform.

We will then create Zoom breakout rooms with smaller groups to allow informal discussion – the moderator will assign these groups and can move participants between rooms. Finally, the faculty will leave the meeting and the fellows will remain for “fellow-level conversations”. Wine, drinks & food welcome!

**[Date] Virtual Reception Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **Meeting Type** |
| 18:00-18:10 | Welcome | Welcome by program director and chief fellows & troubleshooting | Full Group |
| 18:10-18:25 | Program DirectorPresentation | Welcome and program information | Full Group |
| 18:25-18:40 | Chief FellowsPresentation | Welcome and program information | Full Group |
| 18:40-18:55 | HPB-lead Presentation | Welcome and HPB-stream information | Full Group |
| 19:00-19:45 | Breakout Roomswith Faculty | Smaller discussion rooms with faculty | BreakoutRooms |
| 19:45-20:30 | Fellows only | Informal discussions with the fellows present only | Full Group |

1. **Interview Day ([Date])**

Below is an overview of the agenda for the day. You should **call in at least 15 minutes prior to your interview timeslot** to allow for troubleshooting with the Moderator. Additionally, plan to be in the meeting during the program director and chief fellows presentation (12:20-13:10). When not viewing the presentations or in your interview, you may disconnect from the meeting (can call in again at any time), or you can spend time in the “Virtual Hang Out Room” (see below).

You will be provided with a schedule of you interview timeslot.

*The back-up phone number you provided will be used by the interviewers to call you if the Zoom platform fails and cannot be promptly repaired*.

**[Date] Interview Day Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **Meeting Type** |
| 7:15-7:45 | Pre-Meeting | Login to meeting and troubleshooting(\*\*optional) | Full Group |
| Parallel Sessions | 7:45-12:15 | Interviews | Separate schedule with candidate timeslots will be circulated.  | Breakout RoomsPaired by Moderator |
| 7:45-12:15 | Virtual Hang Out Room | (\*\*optional) Casual conversation and Q&A with current fellows. This will be in the main meeting session for those not currently assigned to breakout rooms. | Fellows & candidates not actively interviewing |
| 12:15-12:35 | Lunch | Break for interviewers | Mute sound and camera |
| Parallel Sessions | 12:40-15:50 | Interviews | Separate schedule with candidate timeslots will be circulated. | Breakout RoomsPaired by Moderator |
| 12:40-15:50 | Virtual Hang Out Room | (\*\*optional) Casual conversation and Q&A with current fellows. This will be in the main meeting session for those not currently assigned to breakout rooms. | Fellows & candidates not actively interviewing |

**Conduct of the Day**

* Call in anytime between 7:15-7:45 for the **premeeting** to ensure the technology. This time is optional and you do not need to call into this time if you Zoom system is functioning.
* Some of the interview day will occur with the full group in one virtual meeting space, while other for other parts you will be assigned to smaller virtual breakout rooms (e.g., during the interviews).

**Interviews**

* Please, call into the meeting **at least 15 minutes prior to your interview** timeslot. Before and after your interviews you are welcome to stay for some time in the Virtual Hang Out Room.
* **For the interviews the Moderator will assign you to your Breakout rooms at the times listed on the provided schedule**. You do not have to do anything after joining the main meeting through the initial meeting link. You will then see prompts on your Zoom session to “Join” the breakout room.



* Zoom instructions are available at <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms>.
* In the breakout room, the only people with access to this space are the assigned interviewers, the candidate, and the moderator.
* You can click “Ask for Help” to notify the Moderator that you need assistance and they will be asked to join your breakout room.



* **Timing**. Interview blocks will be 15 minutes. Prior to your interview the moderator will place you in a “Prep Room” breakout room to provide instructions, ensure tech is working, and help you relax. You will get a written notification on your screen from the moderator at 13 minutes “***One Minute Remaining***”. At 14 minutes, you will be placed back into the prep room, and then reassigned to your next interview room by the moderator.
* **Virtual Hangout Room.** Several fellows will remain outside of breakout rooms in the main meeting area. Candidates can join this space before and/or after their interview for informal discussions about the program, life as a fellow, Toronto, etc.

**Supplement 5: Individualized Candidate Schedule**

 **[Program Name] Interviews [Year]**

**Your Interview Schedule**

**[Candidate Name]**

**[Date] Virtual Reception Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **Meeting Type** |
| 18:00-18:10 | Welcome | Welcome by program director and chief fellows & troubleshooting | Full Group |
| 18:10-18:25 | Program DirectorPresentation | Welcome and program information | Full Group |
| 18:25-18:40 | Chief FellowsPresentation | Welcome and program information | Full Group |
| 18:40-18:55 | HPB-lead Presentation | Welcome and HPB-stream information | Full Group |
| 19:00-19:45 | Breakout Roomswith Faculty | Smaller discussion rooms with faculty | BreakoutRooms |
| 19:45-20:30 | Fellows only | Informal discussions with the fellows present only | Full Group |

**[Date] Your Interview Day Schedule Agenda**

Please, call into the meeting **at least 15 minutes prior to your interview** timeslot. Before and after your interviews you are welcome to stay for some time in the Virtual Hang Out Room.

|  |  |
| --- | --- |
| **Time** | **Interviewer(s)** |
| 10:05-10:20 | Interview 1: Interviewers names |
| 10:20-10:35 | Break |
| 10:35-10:50 | Interview 2: Interviewers names |
| 10:50-11:05 | Interview 3: Interviewers names |

**Zoom Meeting Links**

[Include Zoom links for reception and interview day here]