Interviews and Recruitment Season 2018-19
Lessons Learned
Sandra Vale
Residency Program Coordinator
A LITTLE BACKGROUND

- Baylor College of Medicine – Pediatric Diabetes and Endocrinology
  - Fellowship Coordinator - 7/2010 – 9/2012
  - Administrative Assistant Sr. - 9/2012 – 2/2017

- US Health Advisors – Self-Employed
  - Career Agent – 2/2017 – 3/2018

- Houston Methodist Hospital – Vascular Surgery
  - Residency Program Coordinator – 3/2018 - present
• Integrated-Vascular Surgery Residency Program
  – 12 residents

• Vascular Surgery Fellowship Program
  – 2 fellows
Meeting with my PD and APD to go over general details

Set guidelines for interview invitations
Set the number of interview dates
Discussed potential interview dates
Discussed potential interviewers
ERAS GO LIVE

PDWS/ERAS went live on Saturday 9/15/2018
9/17 - Monday morning report for PD/APD

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Follow-up meeting with my PD and APD

Reviewed list of applicants
Finalized dates
Finalized interviewers
Discussed meet and greet dinner options
Good Morning,

Thank you for your interest in the Houston Methodist Hospital - Integrated Vascular Surgery Residency Program. We are currently scheduling interviews on the following dates. Times are to be determined.

Feel free to choose a date that works best for you and schedule via ERAS. If you have difficulty navigating ERAS, please let me know.

Friday, December 7, 2018
Friday, January 4, 2019

Please contact me with any questions, svale@houstonmethodist.org

Thank you,
Sandra Vale
DISASTER STRIKES

- 10 applicants interested in 12/7/2018
- 30 applicants interested in 1/4/2019
Plan ahead
Way ahead
6 months ahead!
Plan with neighboring institutions
• 12/7/2018
  – 8 applicants
  – 6 interviewers
  – 7am – 12pm

• 1/4/2019
  – 23 applicants
  – 6 interviewers
  – 7am – 3:30pm
RANKING MEETING

- 12/7 – Initial Ranking Meeting
- 1/4 – Final Ranking Meeting to include all Applicants
• 2 Positions Available
• 31 Applicants Interviewed
• 28 Applicants Ranked
• 2 Positions Filled
  – Number 1
  – Number 15
• Interview Day Evaluation sent out
ADDITIONAL LESSONS LEARNED ALONG THE WAY

• Recruit Assistance
  – Residents
  – Administrative Support

• Have all necessary items ready for each applicant
  – Stay in contact with your applicants - emails
  – Folder with pertinent information
  – Name tags
  – Parking vouchers
Define your plan and translate it into action

*Plans are nothing; planning is everything.*
- Dwight D. Eisenhower
QUESTIONS
thank you!

Sandra Vale – svale@houstonmethodist.org