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## Introduction

Going through the residency application process can be a confusing, time-consuming adventure. If you make the right decisions, you will most likely find a residency position that suits you best. A bad or uninformed decision can derail your career and waste years of your life. The purpose of the OMSB Application Guide is to help young physicians, interns and medical students effectively and efficiently navigate the residency application process and assist them in choosing an appropriate specialty.

This guide will assist the applicants through the residency application and interview process in obtaining a residency position in the specialty of their choice.

This booklet includes:

- Key facts and advice needed to work through this process.
- Up-to-date information about the various core residency training specialties.
- Helpful tips on selecting both specialties and residencies.
- Useful guidance concerning such critical events as writing a personal statement, being interviewed, and succeeding in getting the residency of your choice.
- Application and interview tips tailored to each specialty.
- Real personal statements and resumes that worked.
- A timeline for the application process.

OMSB wishes the readers of this guide and all those going through the interview process the very best of luck and professional and personal success.

Oman Medical Specialty Board would like to acknowledge the contribution of the authors, Dr. Tao Le, Dr. Vikas Bhushan and Dr. Chirag Amin to postgraduate education through the “FIRST AID FOR THE MATCH” 2<sup>nd</sup> EDITION.

The authors and the publisher have been generous and granted permission to OMSB for the use of the following items from the “FIRST AID FOR THE MATCH” 2<sup>nd</sup> EDITION:

1. Samples of CVs.
2. Samples of Personal statements: Anesthesia, General Surgery, and Internal Medicine.
3. Tour of Facilities.
4. Appropriate Questions for Faculty Interviewers, Education, and Work environment.
5. How to Kill an Interview.
6. Appendix –Commonly asked interview question for all specialties.

OMSB greatly appreciates all the help.

**SECTION I.**

**OMAN MEDICAL SPECIALTY BOARD  
RESIDENCY APPLICATION AND  
INTERVIEW PROCESS**

# 1. TIMELINE FOR THE APPLICATION PROCESS

PROCESS	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<input type="checkbox"/> Choose specialty/ies													
<input type="checkbox"/> Meet with career adviser													
<input type="checkbox"/> Plan electives / attachments / observations													
<input type="checkbox"/> Request OMSB applications													
<input type="checkbox"/> Request letters of Recommendation													
<input type="checkbox"/> Create CV													
<input type="checkbox"/> Create personal statement													
<input type="checkbox"/> Take application photos													
<input type="checkbox"/> Review transcripts													
<input type="checkbox"/> Send application materials													
<input type="checkbox"/> Schedule inter views/follow-up interview dates													
<input type="checkbox"/> Interview day													
<input type="checkbox"/> Sign residency contract													

## 2. APPLICATION AND REQUIREMENTS

### A. REQUIREMENTS FOR ACCEPTANCE IN THE TRAINING PROGRAMS OF THE SPECIALTY:

- The Applicant must be a holder of a Bachelors Degree in Medicine & Surgery or equivalent from a recognized university.
- The Applicant must have completed a year of internship.
- The Applicant must be medically fit for the training.
- The Applicant must provide three letters of recommendation from three consultants with whom he/she has worked confirming his/her ability and capability of training.
- The Applicant must submit a letter of approval from his/her sponsor confirming their permission to release him/her to join training program of the specialty on a full time basis.
- The Applicant must pass the Entrance Exam (IFOM Examination)
- The applicant must pass the interview conducted by the Specialty Education Committee.
- The Education Committees may add other conditions, oral or written exams, or tests for admission as approved by OMSB.
- The Applicant must fulfill the additional conditions & pass the oral and written examinations set by the program.
- The Applicants are selected as per the OMSB rules & regulations.

### B. CHOOSING YOUR SPECIALTY

#### 1. When considering which specialty is the correct one for you, there are numerous essential factors to consider:

- Interest and exposure to the specialty; the most essential factor is specialty interest. Make sure you are really interested in the specialty. Don't select a specialty just because it sounds great. Doctors who are unhappy in their specialties most often made decisions due to those two factors, rather than focusing on what they would have most enjoyed to practice.
- Could you do this for a living rather than just shadowing or spending a couple weeks of weeks on a rotation?
- Are you ok with the length of training for this specialty?
- Are you ok with the intensity of residency training for this specialty?
- Are you interested in Academic Medicine?
- Is this specialty going to vary considerably within the new future?

- Are you competitive for the specialty?
- In addition to looking at the short term influences on your career choices, it is important to consider the longer term and could you do this for a living? Furthermore, consider the changing pattern of career opportunities as a result of the changing needs of patients.
- Some specialties are very competitive and you have to show a special interest. Therefore, you may want to do as many of the above as possible (e.g. Family Medicine, Radiology, Psychiatry and Dermatology).

## **2. Improving your chances of selection:**

### **The program considers the following factors:**

- Academic performance
- Interpersonal skills
- Attitude
- Stability
- Maturity
- Doing attachments / clinical rotations
- Working on Research Project with faculty in the specialty you are interested in
- Attending conferences
- Attending rounds in that specialty
- Following a role model in that specialty
- Talk to juniors, seniors and faculty of the specialty about the specialty program, strengths and weaknesses of the program
- Go to OMSB website for program information booklets to familiarize yourself with the specialty. ([www.omsb.org](http://www.omsb.org))

## **C. OMSB APPLICATION REQUIREMENTS:**

### **Complete the following documents:**

- ◆ Employer/Sponsor Approved Application Form
- ◆ Applicant Declaration Form
- ◆ Curriculum Vitae
- ◆ Personal Statements
- ◆ Photocopy of the Basic Science Certificate (If applicable)
- ◆ Photocopy of the Basic Science Transcript (If applicable)
- ◆ Photocopy of the MD Certificate (Must obtain verification and attestation of MD certificate if the medical school is outside Oman)
- ◆ Photocopy of the MD Transcript
- ◆ Photocopy of the Internship Certificate
- ◆ Photocopy of the National ID Card
- ◆ Photocopy of the Passport
- ◆ Three (3) Recommendation Letters from consultants/senior consultants in the field of interest
- ◆ Photocopy of Immunization records & screening reports of HBsAg, Anti-HBc Anti-HBs, Anti-HCV & HIV (The medical reports must have the four mentioned screening reports, must be valid for six (6) months or less and must be stamped and signed by one of the major regional referral Hospitals). In addition, any other sponsor specific immunization records and screening can be added
- ◆ Photocopy of BLS & ACLS Certificates
- ◆ Photocopy of any Entry Exams, International or other Postgraduate Exams (if applicable)
- ◆ Three (3) Passport size photographs-Size (4x6) with Blue Background





# Application Form

11. Postgraduate Qualifications – proof of documentation: (e.g. MRCP, FRCS, MCCEE, USMLE etc., if applicable).....  
.....

12. Postgraduate Training Experience:  
.....  
.....

### III. Training Programs (list in priority):

1<sup>st</sup> Choice.....

2<sup>nd</sup> Choice.....

### IV. Sponsorship:

Ministry of Health (MOH), Governorate .....

Sultan Qaboos University

Armed Forces Medical Service

Royal Omani Police

Diwan of Royal Court

Others, please specify: .....

.....

**Authorized Sponsor Signature & Stamp:** ..... **Date:** .....

**V. Directorate General for Human Resources Development at Wattaya** (If sponsored by MOH):

**DGHRD Signature & Stamp:** ..... **Date:** .....

I declare that all information provided in this application form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the application form or any document requested renders a trainee liable to termination of training.

**Date:** ..... **Signature of applicant:** .....

## **E. CURRICULUM VITAE (CV)**

➤ **CV should be in the following OMSB format:**

### **1. PERSONAL INFORMATION**

- a. Name
- b. Date of Birth
- c. Sex
- d. Nationality
- e. National ID
- f. Telephone number
- g. Address
- h. Email address

### **2. EDUCATION AND QUALIFICATIONS**

- a. Institutions (year from - to)
- b. Degrees obtained with dates
- c. Internship (duration)
- d. International Exams (USMLE, MCCEE, etc.)

### **3. PROFESSIONAL/EMPLOYMENT EXPERIENCE (COMMENCING WITH THE PRESENT EMPLOYMENT)**

- a. Institutions (year from - to)

### **4. SCHOLARLY ACHIEVEMENTS/PUBLICATIONS**

- a. Publications
- b. Abstracts published/ Poster presentation
- c. Research projects
- d. Conferences attended
- e. In-service training undertaken (e.g. CPR, ACLS, etc.)

### **5. AWARDS AND HONOURS**

- a. Specification of each award and the purpose

### **6. HOBBIES, INTERESTS AND PROFESSIONAL SOCIETIES**

### **7. NAMES AND ADDRESS OF THREE (3) REFEREES**

*\*\*Please submit documentation for items (2, 3, 4 and 5) together with the application form.*

## ➤ Examples of CVs

Name: XXXXXXXXXXXXXXXXXXXX

Place: XXXXXXXX

Phone #: (968) 92XXXXXX

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### EDUCATION

### RESEARCH

Summer, 1992     **Summer Research Fellow.**  
Stefan Maguire, PhD, Hormone Research Institute. Elucidated the role of glutamic acid decarboxylase in the autoimmune pathogenesis of insulin dependent diabetes mellitus.

Summer, 1990     **Research Assistant**  
Richard Woodbridge, MD, University of Kentucky Medical Research Building, Analyzed flow characteristics of IV infusion pumps to evaluate their accuracy in removing outflow of spent dialysate and ultrafiltrate.

### PUBLICATIONS

**W. Thomas** and S. Maguire. "Is GAD<sub>65</sub> localized to sympathetic-like vesicles in  $\beta$ -pancreatic cells?" 1992 School of Medicine Research and Poster Session.

R. Woodbridge, **W. Thomas**, D. Arnold, J. Funk. "Accuracy of IV Pumps in CAVHD." *American Society for Artificial Internal Organs: 1991 Abstracts*, 1991, p. 78.

### HONORS & AWARDS

1991             **Michael Ryan Biology Prize**, Centre College.  
1991             **Jeffrey Scott McBride Leadership Award**. Centre College.  
1990             **Phi Beta Kappa**  
1987-1991       **Trustee Scholarship**. Half tuition merit scholarship

\* For more samples of CVs please contact OMSB International Department at: [international@omsb.org](mailto:international@omsb.org)

**NAME:XXXXXXXXXXXXXXXXXX**

**EXTRACURRICULAR-**

- 1994-Present      **Faculty Student Network Committee.** Organized events and meetings for faculty advisers and medical students.
- School of Medicine Representative, Registration Fee Committee.** Committee allocates student fees to student organizations and services.
- 1992-1993        **Peer Counselor, Campus Health.** Provided counseling and support for first-year medical students.
- 1991-Present     **Homeless Health Clinic.** Evaluated and treated homeless patient as medical volunteer in homeless shelter.
- 1991-1992        **Vice-president, AMA-Medical Student Section Chapter.** Organized health fairs and guest speakers for medical school chapter.

**PROFESSIONAL MEMBERSHIPS**

- 1991-Present     **American Medical Association, Medical Student Section**
- 1994-Present     **American Academy of Pediatrics, Medical Student Section**

**PERSONAL**

Proficient in American Sign Language.  
Hobbies include volleyball, jogging.

***NAME: XXXXXXXXXXXXXXX***

**School Address**

Road, Apt. #52145  
AZ 85719  
7456

***Permanent Address XXXXXX***

Red Valley Drive Tucson  
Darville, TN XXXXXXXXXXX  
(XXXXXXXXXXXX)

**Education**

1992-1996 UNIVERSITY OF ARIZONA SCHOOL OF MEDICINE  
M.D. expected in May, 1996

1988-1992 WASHINGTON UNIVERSITY  
B.S. in Engineering & Policy

**Honors & Awards**

1994 BRISTOL-MYERS SQUIBB SCHOLAR

1993-1996 MICROBES AND DEFENSE SOCIETY

1993 DIABETES SUMMER RESEARCH GRANT  
Awarded by Diabetes Research and Training Center.

1993 SUMMER RESEARCH GRANT  
Awarded by American Society for Lasers in Medicine and Surgery

1992-1996 JUSTIN POTTER SCHOLARSHIP  
Merit award based on leadership potential

1991-1992 MORTAR BOARD HONOR SOCIETY

1988-1992 JOHN B. ERVIN SCHOLARSHIP

**Extracurricular**

1992-Present STUDENT NATIONAL MEDICAL ASSOCIATION  
Promoted health care and minority issues. Served as co-chairperson  
and treasurer of Arizona Chapter

1992-Present TUCSON CARES  
Made lecture presentation on HIV/AIDS to the general public on behalf  
of agency, which serves HIV/AIDS population

XXXXXXXXXXXXXXXXXX

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**Extracurricular, continued**

1992-Present      **VARIOUS SERVICE ACTIVITIES**  
Participated in several community service activities including Inn for the Homeless, Habitat for Humanity, wheelchair ramp construction, role model activities for black youth.

1992                      **SUBSTANCE ABUSE AND PREVENTION PROGRAM**  
Counseled high-risk youth as part of a first-year elective.

**Research**

March-August, 1995      **RESEARCH ELECTIVE, CENTERS FOR DISEASE CONTROL AND PREVENTION**  
Preceptor Richard Woodbridge, MD. Designed methods for collecting and organizing for international importations data. Collected and analyzed 1995 data with comparison to data collected from 1986 to 1994.

1994                      **RESEARCH ASSISTANT**  
Preceptor George Sherman, M.D. Characterized lymphocytic migration in RSV-infected mice. Results presented at National Medical Fellowships Research Seminar in February, 1995

Summer, 1993              **SUMMER RESEARCH FELLOW**  
Preceptor Lou Ritter, MD. Tested various pulse structures of the electron laser to evaluate its efficacy in bone ablation.

Summer, 1993              **RESEARCH ASSISTANT**  
Preceptor Lou Ritter, MD. Developed optimal laser firing patterns to achieve minimal thermal buildup in a collagen-based target. Results presented to the Arizona Diabetes Research Training Center.

**Personal**

Hobbies include jogging, piano, swimming

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## F. PERSONAL STATEMENT

### 1. How to write your personal statement:

#### ➤ Personal statement structure:

- Strong opening statement
- Reasons for entering specialty
- Extracurricular/accomplishments
- Strengths and weaknesses
- Conclusion

#### ➤ Personal statement tips:

- Be straightforward in your writing.
- Vary your wording and sentence structure with the help of a thesaurus.
- Edit and proofread your work carefully.
- Do not crowd your page with too much text.
- Choose an appropriate font style – font size 12.
- Get a second opinion.
- Revise – to a reasonable extent.

#### ➤ Avoid the following in your personal statement:

- Self-praise statements
- Emotional stories
- Inconsistencies
- Long statements
- Illegible statements
- Misspellings, poor grammar

## 2. Examples of Personal Statements:

### 1. Anesthesiology

I have met each challenge in my life with hard work and dedication. Whether it was training for a marathon, working full-time while going to school or starting a family, I knew by working hard I would succeed. That's why when I had to take time off during my undergraduate education due to the financial strains of living in New York and starting a family, I knew this would be a momentary delay of achieving my lifelong goal of becoming a doctor. After my wife and I were able to obtain some financial security, I finished my B.S. in Physiology at the University of Arizona and was accepted into St. Lucas University School of Medicine.

St. Lucas University is located on the beautiful island of St. Kitts in the British West Indies. Most of the classes are taught by retired professors from U.S. medical schools. Besides the excellent education I received, the life experiences my wife and I gained living in a foreign country without the amenities of the U.S. were priceless. We will never forget washing our clothes in the sink or searching for propane gas to cook with on our stove.

I finished my Basic Sciences with a 3.96 GPA. I went on to score a 246/95 on the USMLE Step 1. My high score placed me at Douglas Medical Center (DMC) in Fresno, California for all of my clinical rotations. DMC is an excellent county hospital affiliated with University Hospital School of Medicine which accepts the best students from St. Lucas University into its clerkship program. DMC provided me with a well-rounded clinical experience and prepared me well for the USMLE Step 2, which I scored a 255/98 on. Also, during my Surgery core rotation my beautiful baby girl was born.

Although I have found all my clinical rotations interesting, I experienced the most excitement from my time in Anesthesia. Anesthesia offers me the opportunity to integrate my basic science knowledge with clinical care. In no other rotation did I have the hands on application of basic sciences, every OR case was a mini-experiment in pharmacology and physiology. The fast pace and constant demand for rapid clear thinking made my time in Anesthesia nothing but exhilarating. My rotation also showed me the various duties of the Anesthesiologist beyond the OR and the integral part they play in Labor and Delivery, the Emergency Room, the Intensive Care Unit and in the management of pain.

On a personal level, I find my time away from medicine rejuvenating as well. Spending time running, mountain biking, surfing and being with my wife and daughter enables me to return to work refreshed.

My career goal is to enter a university based Anesthesiology program. I believe my strong science knowledge base, clinical experience and ability to make quick decisions are well suited for Anesthesiology. I am highly detailed-oriented and enjoy being part of a cohesive medical care team. I look forward to the education, practice and research opportunities available in Anesthesiology.

\*From Medschool.com Community website (<http://students.medschool.com>)

\* For more samples of CVs please contact OMSB International Department at: [international@omsb.org](mailto:international@omsb.org)



## 2. General Surgery

“Far and away the best prize that life offers is the chance to work hard at work worth doing.”  
– Theodore Roosevelt.

My parents carefully measured out their wisdom like coffee grounds, shake hands firmly... look everyone in the eyes... never complain... work harder... smile and enjoy... always do the right thing. The experience of living has been the water that percolates through these lessons, ultimately defining my cardinal principles of work and life.

Passion, beneficence, and excellence are fundamental to these principles and drive my pursuit of general surgery. Passion. Every day I strive to deserve the privilege of practicing surgery. From my earliest research experiences with cardiac surgery in dogs, I have aspired to learn enough, work enough, and care enough to earn the thrust of my future patients and colleagues.

This passion is my sustaining force. It is the excitement that kept me up through four emergency appendectomies starting at midnight. It is the calm that steadied my hand to insert a chest tube and drop a central line at a 4 AM trauma. It is the sympathy that gave me patience to hear Mr. H's story detailing each evening's mighty struggle to stuff a volleyball-sized hernia back into his abdomen for 22 years before coming in for surgery.

This passion motivates me to be a great surgeon. Beneficence. I'm devoted to improving the way things work, I believe that basic scientific research and medical education are essential for enhanced patient care. However, administrative efforts outside the immediate realm of medicine are also important to forging advancements in health care. After identifying a deficit in funding of student research, I developed a proposal for an endowed fellowship for scientific investigation. Resulting from a combination of numerous meetings, letters, and a big piece of my heart, the alumni trustees, medical center administrators, and university financiers agreed to endow over a half a million dollars for a fellowship to support medical student research. This fellowship is funded for perpetuity and provides \$25,000 to one student annually to pursue independent research. The first fellowship was awarded this past spring to a promising second-year who wants to cure cancer. Whether or not she achieves her goal, it is the spirit and talent of thousands of students and scientists like her that impel progress in medical science. My desire and ability to produce tangible improvements will benefit the field of general surgery.

Excellence, I am always searching for ways to improve myself as a human being and as a surgeon. Because a problem-based curriculum afforded a flexible schedule, I was able to regularly participate in service projects, most often visiting elementary schools to discuss safe sex and drugs with high-risk children. Frequently, later in the evenings, I helped treat sexually transmitted diseases at an indigent clinic.

I chose to explore fields related to a career in surgery through a year of independent research. By putting my head down to get through the daily grind, I overcame the obstacles of gel exposure snafus, cell culture contamination, and editing for publication, to be productive in basic and clinical projects. My achievements in this previously unfamiliar territory – I was a philosophy major in college – have given me the experience, confidence, and motivation to support research as I move onto my next stage of training.

\*From Medschool.com Community website (<http://students.medschool.com>)

### 3. Internal Medicine

Choosing a specialty in medicine, like medical school in general, is a unique experience that will make a tremendous impact on the rest of your personal and professional life. Many students are dead set on specific careers before they even make their first shaky incision in gross anatomy. Others think they know which field they ultimately want to pursue, only to discover later on that everything about their chosen specialty disagrees with them. Then there are students like me, who go to medical school armed with the knowledge that ultimately they'll become doctors, but not really knowing which kind.

When I began my medical education, I was honestly surprised to learn that many of my new classmates were already committed to specific paths, some of them with extensive research and experience in their fields of choice. My older brother, who changed his mind at least three times before he applied for residency, had advised me to wait until the clinical years so that I could make an informed choice and that had been my plan from the beginning. But as more and more of my friends began narrowing down their choices in the first two years of school, my plan to wait to make a decision suddenly felt like procrastination. Nevertheless, with limited clinical exposure and plenty of studying to keep me busy, I resigned myself to following my brother's advice and to wait until my third year.

Making the abrupt shift from bookworm to third-year clinical clerk, was both a nerve-wracking and exciting prospect. Although we had discussed the doctor-patient relationship and the art of medicine during the first two years of school, the opportunities to practice those concepts were few and far between. Interviewing patients for an hour once a week, didn't seem like a realistic picture of things to come (it wasn't). I was nervous about balancing a schedule that I knew would be hectic, being responsible for patients while trying to read about diagnosis, pathophysiology, and treatment. Mostly, I was excited that I'd finally have the chance to learn how to care for people and to explore possible future careers. My introduction to clinical medicine was cut short though. That fall, my mother was scheduled for extensive spinal surgery in an effort to relieve years of discomfort, and I was granted a leave of absence by the school and returned to Los Angeles to be with her for the next six months. When I returned in the winter to begin my clerkships, I realized that it was impossible to finish all the necessary requirements in time to graduate in 1999 and I became a member of the class of 2000.

In retrospect, taking the extra time was a serendipitous blessing in disguise. It allowed me to objectively approach the clinical clerkships without rushing to make a career decision. As I rotated through the various specialties, I began to get a better understanding of what I found interesting. Initially, radiology was one field that intrigued me, combining technology and intuition to clarify disease pathology. I signed up for electives and became involved in research, hoping to further stoke my interest and solidify my desire to possibly pursue radiology as a career. Instead, it had the opposite effect. I quickly realized that although I found the images and technology amazing, I sorely missed the direct one-to-one patient contact that we had talked about during the first two years and that we had been introduced to during the third year.

People often say that the lessons learned along the way are what make a journey worthwhile, that the opportunities to gain insight and acquire knowledge can be easily missed if you simply focus on traveling from point A to point B. It is this idea that embodies my experiences in medical school and which has led me to my decision to pursue internal medicine as a career. What I've realized is that the things I find most rewarding are developing relationships with patients and being in an environment that fosters continuity of care. Caring for patients from admission to discharge and following up long term to provide for their healthcare needs is what I ultimately want to base my career as a physician upon. Everyone who goes to medical school has unique experiences that lead them to discover their own personal niches. To me, internal medicine covers a wide spectrum of disease pathology while allowing personal relationships to develop with patients, offering the ideal blend of academic challenge and personal fulfillment. In this way, I can share in the lessons learned from other people's journeys while I continue on my own.

\*From Medschool.com Community website (<http://students.medschool.com>)

### 3. INTERVIEW

#### A. BEFORE THE INTERVIEW DAY

➤ **Tour of training facilities**

Most program visits include a tour of the facilities, led by a resident or intern. At programs with multiple training sites, you will usually tour just one hospital in the system, so do not forget to ask questions about the other sites. If there is something you really want to see, your guide will usually be happy to show it to you.

SITES TO SEE ON A PROGRAM TOUR		
Must See	Should See	Might See
Wards	Emergency room	Surrounding city
ICU	Cafeteria	Fitness facilities
Surgical suites	Library/computer resources	Child care facilities
Call rooms		

- Find out when the interview will take place from national newspapers, OMSB website, and SMS/call.

#### B. INTERVIEW DAY

- Make sure to show up on the day of the interview on the scheduled location half an hour before your interview.
- In the morning of the interview day, you and your fellow applicants will gather in a conference room, where you will (usually) receive a folder containing an itinerary of the day's events, a name tag, a brochure about the training program.

#### C. WHAT ARE INTERVIEWERS LOOKING FOR?

- Intelligence/knowledge
- Enthusiasm/charisma
- Maturity/insight
- Personality

## D. OMSB APPLICANT INTERVIEW EVALUATION FORM:

### APPLICANT INTERVIEW EVALUATION FORM

Name:		Sponsor:	
National ID #:	Date:	Program:	

1. Selection Exam Scores	Exam Score (%)
o IFOM Selection Exam Score	/800
o Other	

2. OMSB Career Day	Score	Comments
Attendance at Career Day * (0-1)		

3. Medical School Grade (0 – 8)	Score	Comments
Specialty / Specialty Related Grade * (0-4)		
Medical School (MD) Cumulative Average Grade *(0-4)		

4. Examinations (0 – 7) ** <sup>o</sup>	Select Score				Section Total Score	Comments
	None	Pass 1	Pass 2-CK	Pass 2-CS		
Passed USMLE (Step 1, 2CK, 2CS)**	0	1	1	1		
Passed two or more Entry Exams	0			1		
Passed International Exam (Passed Part-1 or Diploma)	0			1		
Passed International Exam (Passed Part-2 / all components)	0			1		
Passed different two or more International Exams (all components)	0			1		
5. Publications/Conference (0-6) ***	Select Score				Section Total Score	Comments
Research Proposal - with proof	0			0.5		
Poster Presentation	0			1.0		
Oral Presentation at Conference	0			1.5		
Publication in Journal	0			3.0		
6. Medical Knowledge (0-6)	Select Score				Section Total Score	Comments
Standardized Case Scenario 1	0	0.5	1	2		
Standardized Case Scenario 2	0	0.5	1	2	3	
7. Behavioral Skills (0-12)	Select Score				Section Total Score	Comments
Personality & Attitude	0	0.5	1	2		
Professionalism	0	0.5	1	2	3	
Communication	0	0.5	1	1.5	2	
Enthusiasm to the Specialty	0	0.5	1	1.5	2	
Proficiency in Spoken English	0	0.5	1	1.5	2	
<b>CUMULATIVE TOTAL SCORE (0 – 40)</b>						

Other Specialty Choices: 1. .... 2. ....

Name of Interviewer	Signature	Name of Interviewer	Signature
1. ....	.....	4. ....	.....
2. ....	.....	5. ....	.....
3. ....	.....	6. ....	.....

#### Panel's Decision:

1. Recommended  2. Not Recommended  3. Waiting List  Rank .....

Chairman's Name: ..... Signature: .....

Date: .....

\* Interview form to be forwarded to the OMSB

\*\* Documentation for items 9 & 10

## E. WHAT DO INTERVIEWERS ASK?

- Tell me about yourself?
- What are your strengths and weaknesses?
- Why are you interested in our program?
- What are you looking for in a program?
- Why should we choose you?
- Can you tell me about this deficiency on your record?
- Why are you interested in this specialty?
- What do you see yourself doing in the future?
- How do you think the current changes in health care will affect the specialty?
- Do you have any plans for a family?
- What do you do in your spare time?
- Describe an interesting case that you had.
- Other commonly asked interview questions.

## F. COMMONLY ASKED INTERVIEW QUESTIONS BY SPECIALTY

Specialty	Commonly Asked Questions
All specialties	Why did you apply to this program? What are you looking for in a residency program? Why are you interested in this specialty? Where do you see yourself in the future?
Anesthesia	Why do you want to enter anesthesiology? Why did you apply to our residency program? What do you envision yourself doing after you finish your residency? What other residency programs are you applying to, and why did you choose to apply to these programs?
Dermatology	Have you had any prior research experience in this field? What is your potential contribution to the field?
Diagnostic Radiology	Why do you want to enter radiology? Why did you apply to our residency program? What do you envision yourself doing after you finish your residency? What other residency programs are you applying to, and why did you choose to apply to these programs?
Emergency Medicine	Why have you chosen a four year program vs. a three year program (and vice-versa)? Why are you interested in emergency medicine? Tell me about an interesting case that you have seen. What are some of your personal strengths and weaknesses? What would you do for a living if you couldn't go into emergency medicine?

<b>Family Medicine</b>	<p>What is your focus in family practice?</p> <p>How do you feel about specific ethical issues in healthcare, such as end of life issues?</p> <p>Do you feel comfortable with working with patients of all ages?</p>
<b>General Surgery</b>	<p>Do you enjoy working under pressure?</p> <p>Have you done any research in general surgery?</p> <p>Tell us about an interesting clinical case that you saw during your general surgery rotation.</p>
<b>Internal Medicine</b>	<p>What are your personal strengths and weaknesses?</p> <p>We're going to give you a clinical scenario and you'll provide the diagnosis.</p>
<b>Neurology</b>	<p>What research projects are you involved in?</p> <p>Could we have your opinion on an ethical issue?</p>
<b>Neurosurgery</b>	<p>What research projects are you involved in?</p> <p>Ethics questions may also be asked.</p>
<b>OB &amp; GYN</b>	<p>What was the most interesting case that you saw as a medical student during your OB/GYN rotation?</p> <p>Have you done any research in OB/GYN? If so, tell me about your research project.</p>
<b>Ophthalmology</b>	<p>Will you answer some clinical questions?</p> <p>Do you have any contingency plans?</p> <p>What is your research/clinical background?</p>
<b>Orthopedic Surgery</b>	<p>Why do you want to enter orthopedics?</p> <p>Why did you apply to our residency program?</p> <p>What do you envision yourself doing after you finish your residency?</p> <p>Have you done any research in orthopedics? If so, tell me about your research project.</p>
<b>Otolaryngology</b>	<p>What are your academic and research interests?</p> <p>Where do you see this practice heading in the future?</p>
<b>Pathology</b>	<p>What are your post-residency plans?</p> <p>Why have you chosen this field?</p>
<b>Pediatrics</b>	<p>Do you react well with children and their parents?</p> <p>Why did you decide to go into pediatrics?</p>
<b>Physical Medicine and Rehabilitation</b>	<p>What is your focus in physical medicine?</p> <p>Do you feel comfortable working with patients of all ages?</p> <p>What are your personal strengths and weaknesses?</p>
<b>Radiation Oncology</b>	<p>Are you comfortable handling issues related to death and dying?</p> <p>What are your thoughts about euthanasia? (May present a clinical scenario around the ethical issues of euthanasia.)</p> <p>What are your personal strengths and weaknesses?</p>
<b>Urology</b>	<p>Have you done any research in urology?</p> <p>Tell us about an interesting clinical case that you saw during your urology rotation.</p> <p>What are your personal strengths and weaknesses?</p>

## G. WHAT DO I ASK THE INTERVIEWER?

### ➤ **Appropriate questions for faculty interviewers**

- What do you like most about your training program? In what areas can the program improve itself?
- Where have your residents gone after graduation?
- What process do you have for improving the residency? For evaluating rotations?
- Have you ever done "post-marketing" surveys of your graduates? What do they tell you?
- What recent changes has the program undergone? What changes do you foresee?
- How many clinicians are there in the program? Researchers/academicians?
- What research opportunities are available? What is the availability of funding for research? What kind of mentor support is available from the faculty?
- In what direction do you see the chairperson (or residency director) taking the program? Do you believe that he or she will remain here during my residency training?
- If there is an interim chair: What is the status of the search process? What changes do you foresee in the program as a result of this transition?
- What other residency programs do you like and recommend? Why?
- What opportunities are there to attend regional and national conferences and seminars?
- How well do the residents perform on board certification exams?
- What is the structure of the last years of residency? Does the program offer elective time? Mini-fellowships? Time and opportunity to work abroad?

### ➤ **Education**

- Is the program fully accredited?
- How are the residents evaluated? By whom?
- Is there an organized curriculum? What is its emphasis?
- How many conferences/week are there? Do conferences emphasize practical knowledge or state-of-the-art research?
- What is the quality of the attendees? What are their responsibilities? Do they get along?
- How interested are the faculty in the education and welfare of the house staff?
- What proportion of the attendees is private?
- Are there medical students on the wards? What school(s) do they represent? What are the residents' teaching responsibilities to the students?
- What research opportunities are there? Are faculty research preceptors readily available?

### ➤ **Work Environment**

- What is the patient's load like?
- What are the typical admissions diagnoses?
- How many cases are treated by the average resident?
- Is the caseload sufficiently varied?
- How much autonomy do residents have to manage patients?
- What is the patient population like? Ethnicity/language? Socioeconomic status?
- Is there continuity of care for patients after discharge?
- What is the extent and quality of the ambulatory experience?
- How strong is nursing support? Consult services? Radiology?
- Pathology? Emergency services?
- How much "scut work" is done by house staff? Are there blood drawing/IV teams?
- What is the typical call schedule?
- How does the work environment vary from service to service? From hospital to hospital?
- How busy are call nights? How much sleep do you usually get?
- How available are the attendees? Can you call them at night?
- Is there backup available when you're on call? Is there a nightfloat system?
- How many hours do you work each week?
- How much time do you get off each week?

## **H. HOW TO KILL AN INTERVIEW**

Given all the time, expense, and adrenaline that contribute to your program interviews, you don't want to blow your chances with an ill-considered question or comment. Therefore, we have provided a checklist of problems that can cost you the interview.

- Rambling
- Not listening/not "reading" the interview correctly
- Inadequate preparation
- Grilling the interviewer
- Inconsistencies/evasive answers
- Displaying a difficult/quirky personality
- Pejorative comments about other programs
- Poor interactions with administrative staff/house staff



**SECTION II.**

**INTERVIEW SKILLS GUIDE**

## **DEFINITIONS:**

A job interview is a process in which a potential employee is evaluated by an employer for prospective employment in their hospital or college. During this process, the employer hopes to determine whether or not the applicant is suitable for the job.

### **FIVE STEPS TO HAVE A SUCCESSFUL INTERVIEW:**

- Step 1: Preparing for the interview
- Step 2: Making a positive first impression
- Step 3: Demonstrating your potential
- Step 4: Closing with finesse
- Step 5: Important post interview tasks

## **TYPES OF INTERVIEW**

### **Face-to-Face Interviews**

These may be one-to-one between you and the interviewer. You may sometimes find that there are two interviewers.

### **Panel Interviews**

These involve several people sitting as a panel, usually with a chairperson to coordinate the questions.

### **Telephone Interviews**

Used as an initial screen of candidates or to narrow the pool of applicants.

If you are offered a telephone interview, the most important fact to remember is that the employer wants to find out the same information as they would face-to-face, so your preparation needs to be just as thorough.

### **Group Interviews**

Several candidates are present and will be asked questions in turn. A group discussion may be encouraged and you may be invited to put questions to the other candidates.

### **Sequential Interviews**

These are several interviews in turn, with a different interviewer each time. Usually, each interviewer asks questions to test different sets of competencies. However, you may find yourself answering the same questions over and over. If this does happen, make sure you answer each one as fully as the time before.

## **PRE-INTERVIEW PREPARATION**

With good preparation, you can count on a successful interview.

The interviewer wants to get an impression about what kind of person you are, to complete the image s/he has from the application documents with things that cannot be put on paper. Therefore, you should expect a formal, but relaxed atmosphere, in which you will do most of the talking.

### **Guidelines to follow:**

1. Try to read as much as possible about the hospital/ college/ scholarship program you have applied to.
2. Re-read the announcement. Examine the requirements, think of reasons and examples that prove you can meet those requirements.
3. DO NOT exaggerate, you will be perceived as an overqualified applicant, and DO NOT lie.
4. There is always a thin line between self-confidence (the good thing) and arrogance (should we say, obviously, a bad thing).
5. Take a look at the list below - you will meet some of these questions for sure:
  - Mention one or three personal qualities/skills.
  - Have you decided in your specialty?
  - Or/Are you applying for more than one specialty/program?!
  - Why this program/job?
  - In what way do you meet the requirements for...?
  - Why you are good for... what recommends you for...?
  - How do you see yourself in five years' time/ what is your career plan?
  - How do you respond to questions regarding low marks in your transcript?
  - Tell us about a situation where you have proven to be a leader person initiative.
  - What do you believe is the most difficult part of being a supervisor of people?
  - What are your strong/weak points?
  - What can you do for us that someone else can't?
6. For a scholarship interview:
  - How will you use what you learn later?
  - How does this scholarship/job meet your future plans?

### **Best Practice for satisfying the interviewer**

- Link the requirements of the position to your background, showing how your previous experience and knowledge will help you manage this task successfully.

- Enumerate your qualities relevant for the job/scholarship you want to get.
- It is counterproductive and detrimental to your cause to apply for more than one specialty. Decide which specialty/ program you would like to apply.
- Regarding low marks in your transcript you can mention what happened to you (illness, death of one of your parents, an accident, or whatever that happened with you)
- DO NOT lie.
- In general, your background, interest and knowledge what makes you good to match the requirements of the job/ program.
- Even more, your personal characteristics make you a more valuable candidate. This is the message you have to get across.
- On the day of the interview, bring with you a copy of all your application documents, and an updated CV because you never know when an extra copy is needed during the discussion.
- Try to arrive at least 30 minutes early at the site to allow you to park, walk to the interview, use the restroom, or just gather yourself.

## DURING THE INTERVIEW

### 1) Considerations that should be taken to make a good first impression:

- Dress appropriately/formally
- Smile
- Maintain eye contact
- Firm handshake
- Remain relaxed, polite and confident

### 2) Body Language

What signals are you sending?

POSITIVE SIGNALS	NEGATIVE SIGNALS
Learning forward = interest Smiling = friendly Nodding = attentive and alert Eye contact = curious and focused	Crossed arms = defensive Fidgeting hand or tapping feet = nervous or bored Lack of eye contact = untrustworthy Leaning back = discomfort

# OMSB APPLICATION AND INTERVIEW GUIDE

## TYPES OF INTERVIEW QUESTIONS

TYPES OF QUESTION EXAMPLES	EXAMPLES
<p><b>Standard or traditional questions?</b> Targeting your education, work, experiences, and career goals.</p>	<p>Tell me about yourself? What is your greater strength? Weakness? Why did you choose to interview with us? What are your short and long term career goals?</p>
<p><b>Behavioral Questions?</b> These focus on your actions and/or behaviors in a previous setting. Past behavior provides clues to future behavior.</p>	<p>Describe a time you had to make a difficult decision? Tell me about a time you worked under a deadline? What do you do when a team member is not pulling his/her weight? Think about a time you made a mistake. What did you learn from it?</p>
<p><b>Stress Questions?</b> The employer uses a succession of interviewers whose mission is to intimidate the candidate and keep him off-balance. It involves testing an applicant's behavior in a busy environment. Or it may involve only a single interviewer who behaves in an uninterested or hostile manner. The goal is to assess how the applicant handles pressure or to purposely evoke emotional responses.</p>	<p>Questions about handling work overload, dealing with multiple projects, and handling conflict are typical. For example, the interviewer may not make eye contact, may roll his eyes or sigh at the candidates answers, interrupt, turn his back, take phone calls during the interview, or ask questions in a demeaning or challenging style.</p>
<p><b>Inappropriate or Unethical Questions?</b> Questions which probe into your private life or personal background. Questions about your ethnicity, religion, sexual orientation, disabilities, marital status. How to answer these questions? You can say the truth simply or You can apologize politely. (Generally be diplomatic in your answers)</p>	<p>How old are you? Do you have children? Do you have a disability? What religion do you practice?</p>

## GENERAL INTERVIEW STRATEGIES

- Be prepared to talk about yourself and your experiences.
- Master the art of storytelling.
- Provide specific and concrete examples of your results/accomplishments.
- Remain positive, enthusiastic, poised, and confident throughout the interview process.
- Remember an interview is a formal conversation--avoid filler words like "Um", "Ah", & "You know".
- Avoid indecisive phrases like: "I think," "I guess," "probably," or "pretty good".
- Think before speaking.
- Avoid long verbose answers--limit your response to 1-2 minutes.
- If you do not hear or understand a question, ask them to repeat or clarify it for you.
- Be positive. In particular, avoid negative comments about past employers.
- Never mind what you think about your performance, stay polite, relaxed and self-confident until you walk out the door.
- If you have a negative point in your education, you can mention it and at the same time mention your abilities, skills and qualifications before you leave.
- For instance: if your GPA is low, you can say even my GPA is low but I have extra qualifications or extracurricular activities in my field, such as researches, publications or other skills like leadership skills.
- Lead interviewers to positive aspects.
- Thank the interviewers when you have finished.