

Interview Period Information Guide

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About the Interview period

Interviews are a program's opportunity to meet applicants and assess their skills and suitability. They are also a good opportunity for applicants to learn more about programs.

It is entirely up to programs to decide which applicants they want to interview. Once the decision is made, programs will notify applicants of their interview offer status through CaRMS Online and issue interview invitations to applicants directly.

Responsibilities during the interview process

Both CaRMS and the Faculties of Medicine play a role in the interview process.

CaRMS:

- Collects and publishes [interview dates](#) in CaRMS Online.
- Provides guidance in the case of concerns about an interview.
- Facilitates equal opportunity employment by masking applicant photos and other sensitive documents until the interview process begins.

Faculties of medicine:

- Review the [interview guidelines](#) on carms.ca.
- Provide CaRMS with [interview dates](#).
- Decide which applicants to interview.
- Notify applicants of their interview offer status through CaRMS Online.
- Coordinate interviews directly with applicants.
- Conduct interviews.

Interview guidelines

CaRMS has developed guidelines to assist programs in conducting applicant interviews. These guidelines are based on:

- Terms of the CaRMS service contract with [The Association of Faculties of Medicine of Canada](#) (AFMC)
- [CaRMS privacy policy](#)
- CaRMS [Match Violations Policy \(MVP\)](#)
- Applicable privacy and human rights legislation.

The interview guidelines can be found on the CaRMS website [here](#).

Policies

The following interview policies were approved by the Association of Faculties of Medicine of Canada (AFMC) and apply to all CaRMS matches:

- Interviews will continue to be in a virtual format for all, including local candidates.
- Synchronous interviews, such as panel interviews and Multiple Mini Interviews (MMI), are allowed.
- Asynchronous interviews are allowed.

Interview Offer Status Tool

It is entirely up to programs to decide which applicants they want to interview. Notifying applicants that they have been selected/not selected/waitlisted for an interview is made through the Interview Offer Status tool in CaRMS Online.

All programs participating in a match **must** assign an interview status in CaRMS Online to all applicants that have applied to their program prior to the start of the interview period.

What is the Interview Offer Status Tool?

The Interview Offer Status tool **is not an interview scheduling tool**, but simply a way to inform applicants whether a program has selected them for an interview.

Applicant interview offer status - all programs

This page provides a summary of your decisions about whether you will offer an interview to applicants to your program.

Click on a row to view and update details for a particular program stream.

Search

Program Name	Program Stream	Undecided	Selected	Not Selected	Waitlisted	Not Conducting
Dalhousie University / Family Medicine / Halifax-South Shore	CMG Stream	1	0	0	0	0
Dalhousie University / Family Medicine / Halifax	CMG Stream	1	0	0	0	0
Dalhousie University / Family Medicine / Fredericton	CMG Stream	1	0	0	0	0
Dalhousie University / Family Medicine / Cape Breton	CMG Stream	1	0	0	0	0
Dalhousie University / Family Medicine / Annapolis Valley	CMG Stream	1	0	0	0	0
Dalhousie University / Emergency Medicine / Halifax	CMG Stream	1	0	0	0	0
Dalhousie University / Diagnostic Radiology / Halifax	CMG Stream	1	0	0	0	0

When do I use it?

The Interview Offer Status tool function will become available once the file review period begins for your [match](#) and it will remain open until the ranking deadline.

When do I need complete this task?

The deadline to complete interview offer statuses for each match can be found in the match [timelines](#) posted on carms.ca.

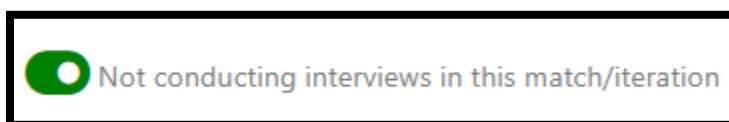
Generally, interview offer statuses **must** be completed **prior** to sending out official interview invitations. There is an exception in the R-1 Main Residency Match second iteration where there is no set interview period due to the compressed timeline and therefore interviews can take place anytime between the opening of file review and the rank order list deadline.

How to notify applicants your program is not conducting interviews

1. Log into [CaRMS Online](#). Under the match menu go to **File Review** and select **Interview Offer Status**.

2025 R-1 MAIN RESIDENCY MATCH - FIRST ITERATION ▼			
Set-Up	Program Management	Reports	File Review
Master Program Description	Quota Management	Rank order list (ROL) reports	View
Program Descriptions	Reversions Approval	Match results	Print
File Review Users	Rank order list (ROL) management	FMSRL Summary report	Export application data
Filters	Master ranked applicant list	OSSRL Summary report	Interview Offer Status

2. Your list of available programs will be displayed. Click on the program (row) you wish to open and update.
3. Click on the toggle **Not conducting interviews in this match/iteration**.



MATCH MANAGEMENT ▼ 2025 MEDICINE SUBSPECIALTY MATCH - FIRST ITERATION ▼ FILE TRANSFER ▼ PGME COORDINATOR ▼

← Applicant interview offer status - all programs / University of Toronto / Pain Medicine / Toronto / Competitive Stream

Applicant interview offer status

Please indicate whether you will offer an interview to applicants to your program by selecting a status below.

You can set an interview offer status for one or more applicants manually using the EDIT button or you can use the BULK CHANGE function to upload a file containing interview statuses for your applicants.

An interview status of either 'selected' or 'not selected' must be assigned to all of your program's applicants prior to the start of the interview period. Failure to do so may impact your program's access to applicant files at that time.

Below, you can set a standard message to be displayed and distributed to all applicants who are selected for an interview. You may also set a separate message for applicants with a status of 'not selected'.

More information on the interview offer status can be found in our Help Center.

☒ Not conducting interviews in this match/iteration

Select Message for Applicants

Search Filter by interview offer status ▼

Modified	CaRMS ID	Applicant Name	Interview Offer Status	Last Updated	Updated By
				July 04, 2024, 15:16:53 ET	Abrahams, Caroline

Cancel Edit Bulk change Save changes

1 - 10 of 1 < >

There is no further action for you to take. Applicants will receive a notification from CaRMS Online advising them that your program is not conducting interviews.

How to update an applicant's interview offer status

1. Log into [CaRMS Online](#). Under the match menu go to **File Review** and select **Interview Offer Status**.

2025 R-1 MAIN RESIDENCY MATCH - FIRST ITERATION ▼			
Set-Up	Program Management	Reports	File Review
Master Program Description	Quota Management	Rank order list (ROL) reports	View
Program Descriptions	Reversions Approval	Match results	Print
File Review Users	Rank order list (ROL) management	FMSRL Summary report	Export application data
Filters	Master ranked applicant list	OSSRL Summary report	Interview Offer Status

2. Your list of available programs will be displayed. Click on the program (row) you wish to open and update.
3. Before you can assign an interview status you must first click on [Select Message for Applicants](#) and choose what message applicants will receive from your program.
4. Complete the message for applicants **selected for interview** and not **selected for interview**.

NOTE: Bilingual programs may wish to include a bilingual message when contacting applicants.

Selected for interview

Not selected for interview

The following message will be displayed and distributed to all applicants who are selected for an interview as soon as their status is updated.

☒ The program will be sending interview invitations directly to applicants who have been selected for an interview.
 ☐ Custom message (enter a message between 20 and 1500 characters)

↶ ↷

B *I* U

Selected for interview

Not selected for interview

The following message will be displayed and distributed to all applicants with a status of 'not selected for interview' as soon as their status is updated.

☐ No message.
 ☒ We regret to inform you that you have not been selected for an interview.
 ☐ Custom message (enter a message between 20 and 1500 characters)

↶ ↷
B I U
🔗
☰ ☷

- Once complete, return to the previous page. Click on the applicant (row) you would like to update then click on **Edit**.

Filter by interview offer status ▾

Modified	CaRMS ID	Applicant Name	Interview Offer Status	Last Updated	Updated By

➡

Edit

Bulk change

Save changes

1 - 10 of 3 < >

- Choose an interview offer status from the available options in the drop down and click **Apply Changes**.

Update Interview Offers

×

The following records will be updated.

Program Offer:

Selected for Interview

▾

Close

Apply changes

- Click **Save changes** and then **Confirm**.

Confirmation of Update

You are about to make the following changes:

- 1 applicant was Selected for an interview

The applicant(s) will be notified of your changes.

Cancel
Confirm

The changes will now be visible within your program's list and the applicant will be automatically notified of their interview status.

How to update multiple interview statuses at once

- Log into [CaRMS Online](#). Under the match menu go to **File Review** and select **Interview Offer Status**.

2025 R-1 MAIN RESIDENCY MATCH - FIRST ITERATION ▼			
Set-Up	Program Management	Reports	File Review
Master Program Description	Quota Management	Rank order list (ROL) reports	View
Program Descriptions	Reversions Approval	Match results	Print
File Review Users	Rank order list (ROL) management	FMSRL Summary report	Export application data
Filters	Master ranked applicant list	OSSRL Summary report	Interview Offer Status

- Your list of available programs will be displayed. Click on the program (row) you wish to open and update.
- Click on the **BULK CHANGE** button.

Search

Filter by interview offer status ▼

Modified	CaRMS ID	Applicant Name	Interview Offer Status	Last Updated	Updated By

Cancel
Bulk change
Save changes

1 - 10 of 3 < >

4. Follow the instructions set out in the pop-up window.

Interview offer status bulk change

To update the interview offer status of applicants with data from a local file follow these steps:

1. Download a list of applicants by clicking on the **DOWNLOAD CSV** button or use a list of applicants you have already downloaded from CaRMS.
2. Update the interview statuses in the file (**'selected'**, **'not selected'**, or **'waitlisted'**) and save the file as a CSV file.
3. Click on the **CHOOSE FILE** button and select your file.
4. Click on the **VALIDATE** button.
5. Click on the **APPLY CHANGES** button.

For instructions and troubleshooting tips, see the CaRMS [Help Center](#).

Choose File

No file chosen

Close

Download CSV

Validate file

Apply changes

NOTE: If you choose to download the CVS file, the headers will automatically be listed. **Do not** rename or alter the headings in the CSV file. This will ensure that CaRMS Online is able to ingest the data when the file is uploaded.

Frequently asked questions

- [What happens if some applicants decline my interview offer, do I have to go back in and modify the tool?](#)
- [What happens when I assign the status "not selected for an interview" and the applicant contacts us for feedback as to why?](#)
- [I have multiple program sites. What happens if we only have one interview for all sites?](#)
- [I am having issues making bulk interview status updates, what could be wrong?](#)

Additional resources

Need additional support? Connect with us through the following methods:

- Check out our self-serve Help Center for:
 - [Program directors and administrators](#)
 - [Postgraduate medical education offices](#)
- Send us a note at communication@carms.ca



- Call us at 1 (877) 227-6742
- Live chat is available from within CaRMS Online during regular business hours.