



CaRMS Online Template

BPAS recommendations integration

New sections

The following new sections will be available for all programs to complete starting in the 2020 match cycle. These sections were all added within the existing **selection process** section within CaRMS Online.

The five new sections are:

1. Program goals
2. Selection process goals
3. File Review process
4. Interview process
5. Information gathered outside of CaRMS
6. Do not rank criteria

1) Section one

Program goals

Please include a statement of the overall mission of your resident training program, as reflected in mission statements, accreditation documents, goals, and objectives.

**Mandatory: minimum 400 characters, maximum 2000 characters*

 [What are program goals?](#)

2) Section two

Selection process goals

Identify the skills and attributes of a successful applicant for your program. Ensure these are linked to your program goals.

**Mandatory: minimum 400 characters, maximum 2000 characters*

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) What are selection process goals?](#)

3) Section three

File review process

Describe the process by which your program selects applicants for an interview.

1. Describe the composition of your review team.

**Mandatory: minimum of 30 characters and maximum of 300*

2. What is the average number of applications received by your program in the last five years?

- 0 - 50
- 51 - 200
- 201 - 400
- 401 - 600
- 601+

Include additional pertinent information, if any:

3. On average, what percentage of your applicant pool is offered interviews?

- 0 - 25%
- 26 - 50%
- 51 - 75%
- 76 - 100%

Include additional pertinent information, if any:

4. Identify what you are evaluating within each of the file components listed below during file review. If a file component below is not considered, please insert "We do not evaluate this file component" in the criteria field.

**Mandatory: minimum of 5 characters and maximum 100*

File components	Criteria
Extra-curricular	
Leadership skills	
CV	
Reference documents	
MSPRs	
Personal letters	
Research/Publications	
Transcripts	
Electives	

Other file component(s):

4) Section four

Interview process

Describe the process by which your program conducts interviews.

1. What kind of format do you use to conduct your interviews? Check as many as apply.

- Traditional (one on one/two on one)
- Panel
- MMI or rotating station
- Other:

2. Do you accommodate applicants who are unable to attend an in-person interview?

No

Yes

**if yes is clicked, ability to check as many that apply below*

Routinely

Due to weather or unforeseen circumstances

Identify what you are evaluating within each of the interview components listed below during an interview. If an interview component below is not considered, please insert "We do not evaluate this interview component" into the criteria field.

Interview component	Criteria
Collaboration	
Collegiality	
Communication skills	
Interest in the discipline	
Interest in the program	
Leadership skills	
Professionalism	
Punctuality	
Scholarship	
Other interview component(s)	

5) Section five

Information gathered outside of CaRMS application

Identify if any information gathered outside of the CaRMS application and your local interview process is used for evaluating purposes.

We **do not** consider any information gathered outside of the CaRMS application and local interview processes.

We **may** consider information gathered outside of the CaRMS application and local interview processes.

**if "we may" is clicked, questions below are prompted*

Check all that apply:

- Social interaction during program related events
- Communication with program administration
- Social media
- Unsolicited reference letters
- Unsolicited email references
- Solicited or unsolicited verbal information on a candidate's prior performance
- Solicited or unsolicited feedback from colleagues and co-workers
- Other:

4) Section six

Ranking process

Please indicate what behavior exhibited during the interview process might prevent an applicant from being ranked by your program.

Check all that apply:

- Unprofessional or inappropriate behaviour
- Did not attend interview
- Not a proper fit for program
- Other:



More information

What are program goals?

Program goals are the competencies and behaviors that your program is looking for in a resident.

Program goals should already be reflected within your program's statement of the overall mission of your resident training program, as reflected in accreditation documents, goals, and objectives. Once you have determined your program goals, thought must be put into crafting your selection process goals, as the two must align.

Example of a program goal:

*We are looking for **academically driven candidates** who are eager to take advantage of all opportunities our program has to offer.*

What are selection process goals?

Selection process goals are the specific skills and attributes of a successful applicant to your program. These skills and attributes should be assessed during your program's selection process (either via file review or interview). Selection process goals must directly align with your program goals.

Example of selection process goals:

*Applicants providing **evidence of academic potential** in the CaRMS application file will be considered first.*

*This includes academic achievement in the form of **academic standing or awards, scholarship** (e.g. research, publications, innovation), **evidence of leadership capacity and experience** (e.g. committee memberships), and/or **teaching excellence**.*