



## GREI Applicant Selection Policy

This document outlines the process of applicant review and selection.

### **GREI Applicant Selection Committee:**

The Selection Committee will comprise of all members of the GREI RPC committee in addition to a minimum of 2 resident representatives. All members of the GREI Applicant Selection Committee must disclose any potential conflicts of interest to the Program Director. Unconscious bias training is required for all members of the selection committee and include one of:

[Unconscious Bias Education Modules – Toronto TIDE](#)

[Unconscious Bias Resources for Health Professionals | AAMC](#)

### **Criteria for File review.**

Due to the overwhelming number of applications received of variable quality, the GREI Program Director will review all application files to ensure applicants meet basic criteria for file review by the selection committee. In order to meet criteria for File Review by the selection committee, the following criteria must be met:

- Complete application (including evidence of funding if applicable or stated that pending items will be submitted soon)
- Minimum 1 cited publication on CV as any author (appropriate citation must be provided on CV)
- Involvement in teamwork or leadership role
- Submitted application on time

### **File Review:**

Applicant files will be reviewed to assess for the following characteristics on a Likert score of 1-5 for a maximum score of 75:

- CV will assessed for academic awards, teamwork, leadership and research (20 points)
- Personal letter will be assessed for writing skills, interest in GREI, self-reflection and resilience (20 points)
- References will be assessed for communication skills, teaching skills, interpersonal skills and professionalism (15 points)
- Overall/Global rating will be given (20 points)
- Concerns to be followed up at interview will be identified



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File review scores will be reviewed at an RPC meeting and the decision to interview will be made by the committee based on the distribution of scores with the goal to interview a minimum of 5 and a maximum of 12 applicants.

### **Interviews:**

Interviews will be held over zoom to allow for accessibility for all applicants with consideration of time zones. Interview teams will have a minimum of 3 and may include a resident. The scores of all reviewers will be averaged and outliers will be flagged. Interview questions will assess the following characteristics on a Likert scale of 1 to 7:

- |   |           |
|---|-----------|
| - Communication / Inter-personal skills / Professionalism       | 7 points  |
| - Empathic collaboration / Teamwork / Adaptability & Resilience | 7 points  |
| - Critical thinking and decision-making capacity / Teachability | 7 points  |
| - Passion / Motivation for GREI                                 | 7 points  |
| - Research and Academic Potential                               | 7 points  |
| - Global Score  | 14 points |

Interview scores will be out of a maximum of 49 points. The option to select “Do Not Rank” will be provided to interviewers who identified blatant unprofessionalism which would require discussion at the ranking meeting following the interviews.

### **Ranking:**

Ranking will be done by converting the file score and interview scores into a percentage and taking the average of the two scores to create a final score. The applicants will be ranked from highest score to lowest score. The Selection committee will determine how many applicants to rank in the match based on the distribution of scores and if there are any concerns of professionalism for which the committee feels that an applicants should not be ranked.