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.

**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 1-7:

* CV will assessed for academic potential, teamwork, leadership and research potential
* Personal letter will be assessed for motivation, resilience/adaptability and leadership potential
* References will be assessed for communication skills, teaching skills, interpersonal skills and professionalism
* Overall/Global rating will be given
* Concerns to be followed up at interview will be identified

Each applicant’s file will have the same number of reviewers which will be a minimum of 4 and the scores of all reviewers will be averaged and outliers will be flagged. File review will be scored as follows: CV 50% / Personal letter 20% / References 20% / Global Rating 10% for a maximum score of 70.

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 1 resident and 2 faculty members. 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:

* Motivation and academic potential
* Teamwork, communication and interpersonal skills
* Leadership, adaptability and resilience
* Research potential
* Teaching skills
* Overall / Global Rating score of the applicant.

Interview scores will be out of a maximum of 70 points, with 10% for each individual item and 50% for the global score. 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 adding the File Score to the Interview Score to give a total score out of 140 points. 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.