



TIPS FOR APPLICANTS

Identify your environment

- Identify a private, quiet, well-lit space where you can complete the interview by yourself. The space should be free of potential distractions and where you can speak freely. To the extent possible, make sure you have control over the background noise (e.g. pets if interviewing from home)
- Make sure enough light is available (window, lamp, etc.) so the interviewer can see you clearly.
- If you're doing the interview at night, make sure there's a lamp available that can light up your face.
- Consider the backdrop you will use during your interview and try to keep it neat and free of distractions.
- Have an outlet nearby in case you need to plug in your device.

Prepare your technology

- Check your microphone and camera to make sure they're working well and that both are good quality.
- Check your internet speed. You can do this at [SpeedTest.net](https://www.speedtest.net). Sometimes switching from Wi-Fi to a wired ethernet connection improves your internet speed. If your home's internet connection is too slow, consider using a space at your school where you can do the interview in a private room with stable Wi-Fi.
- Note how the camera and microphone are positioned so you can recreate a setup that works when you log in to the system to complete your actual interview.
- Make a trial call to someone you know to practice using the software program you will use for the interview and collect feedback on your audio and video.

Interview Tips

- Connect early (approximately 15 minutes) to double-check all technology and confirm that the microphone and camera are working properly. You should be looking directly at the video camera.

- Check all other programs on your device are shut down so no alerts, notifications, or other disruptions on your device interrupt the interview or distract you. Mute cell phone, pager and landline phones.
- Be sure your device is fully charged, and have a charger nearby.
- Make sure you exchange phone numbers with the interviewers
- Dress as you would for an in-person interview.
- Have all relevant interview materials in front of you for easy reference.
- Maintain an upright posture and keep your head and shoulders centered
- Mute mics when not speaking
- Suspend video when engaging in visually distracting behavior
- Double check the intended recipient for any message you're sending ("Everyone" vs private messages to intended individuals)

Typical Interview Questions

Although there are many types of interview questions, most fall into one of three categories.

Behavioral questions will ask you to describe previous experiences to demonstrate your level of knowledge and skills and the extent of your experiences. For example, *"Please describe a time when you observed a member of the medical team you were working with behave in a manner that was inconsistent with an established protocol. Explain what the situation was, what actions you took, and the outcome."*

General questions will ask you to describe yourself broadly. For example, *"Tell me why you are interested in this program."*

Situational questions will ask you to demonstrate your level of knowledge and skill by describing what you should or would do in different hypothetical situations. For example, *"Imagine you are on your morning rounds. The chief resident describes a difficult case you and a colleague worked on earlier in the week and compliments your handling of the situation. She gives you sole credit and fails to mention that your colleague played a major role. What would you do?"*

Responding to questions

- Try to focus on providing detailed examples of behavior that you engaged in from your experiences when responding to questions.
- Use clinical and nonclinical experiences in your responses, as appropriate.

- Provide detailed responses and try to avoid speaking in generalities. Typically, one strong example is better than several weak or tangential examples.
 - Do not provide patient information that could be used separately or in combination to identify a patient, such as names, locations, diagnoses, or other distinguishing characteristics. Refer to a patient as “the patient.”
 - If your response may portray a colleague in a negative light, do not provide information that could be used separately or in combination to identify that colleague, such as a name, title, location, or other distinguishing characteristic.
- Provide a complete response to each question. In general, when responding to:
 - Behavioral questions, share past experiences and be sure to discuss the situation or task you encountered, the actions you took, and the outcome of your actions.
 - Situational questions, discuss the actions you should take, why you should take those actions, and what you would expect the result of your actions to be.

Identify Sample Experiences

- If the program has provided a list of competencies or skills to be assessed during the interview, reflect on your experiences related to them.
- Review your CV and reflect on your experiences and learning before you conduct the interview. Try to identify some situations you think best exemplify your skills.
- Discuss your experiences with your advisors. Which are the best examples of your knowledge and skills? Your examples should demonstrate your highest level of proficiency.
- Consider creating a brief list of experiences that demonstrate your skills and could be used in response to different questions. It may be helpful to have these experiences readily available as you prepare your response to each interview question.

Applicant Feedback

If you have any concerns about the interview format please contact the PGME Office at pgme@queensu.ca



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