APPENDIX A: SURVEY QUESTIONS & DETAILED RESPONSE DATA

1. What University are you affiliated with?

2. What is your position?

1. Program Director (76.9%)
2. Assistant Program Director (23.1%)
3. Competence Committee Member (0.0%)

**Section 1: Paper Application**

1. Which elements matter most to a strong CaRMS paper application? Please score the importance of each of the following elements.

1 - Not at all important 3 - Somewhat important 5 - Very important

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Element | 1 | 2 | 3 | 4 | 5 | Mean | SD |
| Research Experience | 0 | 3 | 5 | 4 | 1 | 3.23 | 0.89 |
| CV | 0 | 2 | 1 | 8 | 2 | 3.77 | 0.93 |
| Letters of Reference | 0 | 2 | 3 | 2 | 6 | 3.92 | 1.19 |
| Transcript | 2 | 4 | 1 | 4 | 2 | 3.00 | 1.41 |
| Personal Letter | 0 | 1 | 3 | 4 | 5 | 4.00 | 1.00 |
| Deans Letter | 5 | 3 | 4 | 0 | 1 | 2.15 | 1.21 |

1. Which single element do you consider to be the most important when evaluating an applicant's paper application? *Clarify if needed.*

|  |  |  |
| --- | --- | --- |
| Element | Frequency (#) | Percentage (%) |
| Research Experience | 0 | 0.00 |
| CV | 4 | 30.77 |
| Letters of Reference | 5 | 38.46 |
| Transcript | 2 | 15.38 |
| Personal Letter | 1 | 7.69 |
| Deans Letter | 0 | 0.00 |
| Other | 1 | 7.69 |

1. How important is it for a candidate’s research experience to be specifically in emergency medicine? *Clarify if needed.*

1 - Not at all important 3 - Somewhat important 5 - Very important

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | Mean | SD |
| 2 | 4 | 5 | 1 | 1 | 2.62 | 1.12 |

**Section 2: Letters of Reference**

1. Which characteristics do you value most in someone writing a letter of reference? Please score the importance of each the following preceptor characteristics.

1 - Not at all important 3 - Somewhat important 5 - Very important

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Writer Characteristic | 1 | 2 | 3 | 4 | 5 | Mean | SD |
| Writer specializes in emergency medicine | 0 | 1 | 1 | 5 | 6 | 4.23 | 0.93 |
| Writer has been in clinical practice for 5 years or more | 1 | 5 | 6 | 1 | 0 | 2.54 | 0.78 |
| Writer is a FRCPC graduate | 1 | 3 | 4 | 4 | 0 | 2.92 | 1.00 |
| Writer is well known in the EM community | 2 | 1 | 8 | 2 | 0 | 2.77 | 0.93 |
| Writer has an academic center-based practice | 1 | 2 | 2 | 7 | 1 | 3.38 | 1.12 |
| Writer has a high level of familiarity with the applicant | 0 | 0 | 1 | 6 | 6 | 4.38 | 0.65 |
| You personally know the writer | 1 | 7 | 1 | 4 | 0 | 2.62 | 1.04 |

1. Which single writer characteristic do you consider to be the most important when evaluating the quality of an applicant's letter of reference? *Clarify if needed.*

|  |  |  |
| --- | --- | --- |
| Writer Characteristic | Frequency (#) | Percentage (%) |
| Writer specializes in emergency medicine | 4 | 30.77 |
| Writer has been in clinical practice for 5 years or more | 0 | 0.00 |
| Writer is a FRCPC graduate | 0 | 0.00 |
| Writer is well known in the EM community | 0 | 0.00 |
| Writer has an academic center-based practice | 1 | 7.69 |
| Writer has a high level of familiarity with the applicant | 6 | 46.15 |
| You personally know the writer | 1 | 7.69 |
| Other | 1 | 7.69 |

1. If a candidate did an elective at your institution, how important is it that one of their letters of reference is written by a faculty member from your program? *Clarify if needed.*

1 - Not at all important 3 - Somewhat important 5 - Very important

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | Mean | SD |
| 2 | 0 | 6 | 4 | 1 | 3.15 | 1.14 |

**Section 3: Elective Selection**

1. In your opinion, what proportion of CaRMS elective time spent in emergency medicine demonstrates commitment to the specialty? *Clarify if needed.*

|  |  |  |
| --- | --- | --- |
| Percentage of CaRMS elective time (%) | Count (#) | Percentage (%) |
| 0 - 25 | 2 | 15.38 |
| 26 - 50 | 5 | 38.46 |
| 51 - 75 | 5 | 38.46 |
| 76 - 100 | 1 | 7.69 |

1. When considering an applicant's file, how important is it for a student to have done an elective at your school? *Clarify if needed.*

1 - Not at all important 3 - Somewhat important 5 - Very important

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | Mean | SD |
| 2 | 2 | 8 | 1 | 0 | 2.62 | 0.87 |

1. Can a candidate still be invited for an interview if they did not do an elective at your school? *Clarify if needed.*

|  |  |
| --- | --- |
|  | Percentage (%) |
| Yes | 100 |
| No | 0 |

**Section 4: Interview**

1. At your institution, how is the interview weighted relative to the paper application when deciding your final rank order list? *Clarify if needed.*

|  |  |  |
| --- | --- | --- |
|  | Count (#) | Percentage (%) |
| 25:75 – Interview matters less | 3 | 23.08 |
| 50:50 – Equal | 3 | 23.08 |
| 75:25 – Interview matters more | 6 | 46.15 |
| 100:0 – Interview decides rank | 1 | 7.69 |

1. A structured interview is one in which each candidate is asked the same set of questions in the same order. Do you preform structured interviews? *Clarify if needed.*

|  |  |
| --- | --- |
|  | Percentage (%) |
| Yes | 76.92 |
| No | 23.08 |

1. Does each candidate get interviewed by all interviewers? *Clarify if needed.*

|  |  |
| --- | --- |
|  | Percentage (%) |
| Yes | 69.23 |
| No | 30.77 |

1. Does your selection’s committee use a standardized rubric to evaluate responses to each interview question? *Clarify if needed.*

|  |  |
| --- | --- |
|  | Percentage (%) |
| Yes | 46.15 |
| No | 53.85 |

1. What makes a good interview? Please score the importance of each the following interview qualities. *Clarify if needed.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Interview Quality | 1 | 2 | 3 | 4 | 5 | Mean | SD |
| Candidate gets the answer “right”? | 0 | 2 | 11 | 0 | 0 | 2.85 | 0.38 |
| Candidate offers a unique/ refreshing answer to a question | 0 | 0 | 6 | 6 | 1 | 3.62 | 0.65 |
| Candidate provides clear and articulate answers | 0 | 0 | 1 | 5 | 7 | 4.46 | 0.66 |
| Candidate demonstrates having prepared responses to common questions | 3 | 2 | 6 | 2 | 0 | 2.54 | 1.05 |
| Candidate demonstrates honesty and sincerity with answers | 0 | 0 | 0 | 3 | 10 | 4.77 | 0.44 |
| Candidate states that your program is their first choice | 9 | 4 | 0 | 0 | 0 | 1.31 | 0.48 |
| Candidate is ‘memorable’ | 1 | 3 | 5 | 4 | 0 | 2.92 | 0.95 |

1. Which single interview quality do you consider to be the most important to achieving a strong interview score? *Clarify if needed.*

|  |  |  |
| --- | --- | --- |
| Interview Quality | Frequency (#) | Percentage (%) |
| Candidate gets the answer “right”? | 0 | 0.00 |
| Candidate offers a unique/ refreshing answer to a question | 1 | 7.69 |
| Candidate provides clear and articulate answers | 3 | 23.08 |
| Candidate demonstrates having prepared responses to common questions | 0 | 0.00 |
| Candidate demonstrates honesty and sincerity with answers | 8 | 61.54 |
| Candidate states that your program is their first choice | 0 | 0.00 |
| Candidate is ‘memorable’ | 0 | 0.00 |
| Other | 1 | 7.69 |

**Section 5: Rank Order**

1. Once you have the final candidate scores for the paper application and interview, are there any further adjustments to the rank order list? *If yes, please briefly describe how this process works at your institution.*

|  |  |
| --- | --- |
|  | Percentage (%) |
| Yes | 100 |
| No | 0 |

1. If you had a strong suspicion that a candidate planned on ranking another program(s) higher than yours, would this impact your ranking of the candidate? *Clarify if needed.*

|  |  |
| --- | --- |
|  | Percentage (%) |
| Yes | 0 |
| No | 100 |

1. What is the single most important thing a prospective applicant can do to improve their chances of getting into your program?

|  |  |  |
| --- | --- | --- |
| Theme | Frequency (#) | Percentage (%) |
| Demonstrate clinical competence | 3 | 23.08 |
| Demonstrate interest in a program | 2 | 15.38 |

**Section 6: Selection Process Evaluation**

*Now thinking about the residents you have selected through CaRMS in recent years, please consider the following.*

1. Would you say that your strongest residents are typically the ones that you ranked the highest on your CaRMS rank order list? *Clarify if needed.*

1 - Don’t know 2 - Rarely 3 - Sometimes 4 - Often 5 - Almost Always

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | Mean | SD |
| 1 | 0 | 3 | 6 | 3 | 3.77 | 1.09 |

1. Has your program ever conducted a formal evaluation of your selection process to determine its effectiveness at selecting the best candidates? *If so, please briefly describe this process.*

|  |  |  |
| --- | --- | --- |
|  | Count (#) | Percentage (%) |
| Yes | 1 | 7.69 |
| No | 12 | 92.31 |