



## **Policy Corner – May 2024 Fellowship Match Interview Policies**

For Fellowship Matches opening after January 1 as part of the NRMP's Specialties Matching Service® (SMS®), the NRMP implemented a new policy regarding the interview period. The policy aims to provide clarity and guidance for the interview process while minimizing unnecessary pressure.

Below are highlights of the interview policy and helpful tips for fellowship programs participating in 2024 SMS matches to keep in mind when engaging interview offers and acceptances.

### **What Programs Need to Know:**

- **Programs shall extend interview offers that equal, not exceed, the total number of available interview slots.** Only one interview invitation can be extended per interview slot; first-come-first-serve practices are not permissible. This does not preclude the use of a wait list; however, programs must make transparent the process for wait list candidates and must adhere to the interview policies when extending interview offers to wait list candidates.
- **Programs shall provide applicants no less than 48 hours to accept or reject an interview invitation.** This provides reasonable time for applicants to consider their options and respects the clinical and academic obligations for all applicants.
- **Programs shall apply reasonable measures of notification (e.g., one-to-two weeks' notice) when needing to cancel or reschedule an interview.** Programs are encouraged to avoid last-minute cancellations, regardless of virtual or in-person interviews.

### **How Programs Can Avoid Violating the Interview Policy:**

- Carefully review interview dates, the number of available interview slots, and language in the interview offer for accuracy before contacting applicants.
- Ensure that the interview scheduling software or method being used by the program is set up correctly with the appropriate number of interview slots available.
- If using a waitlist, extend interview offers that equal, not exceed, the total number of available waitlist slots.
- Ensure that applicants who are extended an interview or waitlist offer are given 48 hours to respond before moving on to another applicant.

- Review the policy (Section 6.2) in the **SMS Match Participation Agreement for Programs** with all members of the recruitment team to ensure understanding of and compliance with the terms and conditions.

We encourage you to familiarize yourself with these changes and support best practices so your fellowship program can experience a smooth and successful recruitment process during the 2024 SMS Match cycle.

For more information, please review the full SMS Match Participation Agreement or contact the NRMP directly with any questions regarding the interview period or other Match policies, at [policy@nrmp.org](mailto:policy@nrmp.org). We look forward to supporting you through the 2024 matching process.