

Program Director/Consultant Interview Sheets

- 1) All Joint Service Graduate Medical Education Selection Board (JSGMESB) applicants must have completed an interview as part of their application. Program Directors, Consultants or their designee complete the interview and form. The intent of the interview is for the Interviewer to assess the applicant's fitness for the specialty and the learning environment of an individual program. Additionally, interviews help applicants learn about the program from the perspective of the leadership.
 - a. **ACTIVE DUTY TRAINING:** Applicants are **required** to schedule a personal or telephonic interview with the program at the applicant's first active duty (AD) training location choice at a minimum. This interview requirement includes applicants requesting Civilian Sponsored or Deferred/Re-deferred status as their first choice. **It is highly encouraged that applicants interview with all Air Force programs offered for a particular specialty as each program may offer different opportunities.**
NOTE: Applicants applying for an Army/Navy Program as a first location preference, will be required to interview with the respective Program from that service.
 - b. **CIVILIAN SPONSORED/DEFERRED ONLY TRAINING:** In cases where an applicant is applying for a specialty for which there is no Air Force program, the applicant will be required to interview with the Air Force Consultant for the specialty or his/her designee.
NOTE: Due to the COVID 19 pandemic, it is expected that all interviews that are not occurring while performing an approved AD rotation MUST be conducted by telephonic or other electronic means. In-person interviews requiring travel to an MTF outside of approved, authorized AD rotations are prohibited. Additionally, in-person interviews should not be scheduled at other active duty locations while on an ADT at a different location (i.e., if you are on an ADT at Portsmouth, do not schedule an in-person interview at NCC).
- 2) Lack of an interview will result in an incomplete application and likely non-selection of the specialty regardless of the applicant pool.
- 3) Applicants may interview with multiple programs and the requirement for the interview form will be met when Physician Education receives any interview form from any of the Air Force locations at which you interview.
- 4) **It is the applicant's responsibility to make initial contact to request an interview. It is highly recommended to schedule this interview early in the application cycle.** You must interview no later than **6 November** to ensure that the Interview Sheet can be completed and uploaded into MODS by the Interviewer no later than **12 November**.

- 5) If requested, applicants are expected to provide a copy of their two-page DoD Application, CV (can be personal CV), and personal statement to each Interviewer for which he/she is interviewing. Providing this documentation is extremely important, even if applicants desire to train in a deferred/civilian location. Keep in mind, the Program Directors, Consultants, and Interviewers are the JSGMESB members who will be scoring applications and selecting individuals for specialty training and location.

NOTE: No additional formal documentation other than the two-page DoD application, MODS/personal CV, and personal statement may be provided to (or requested by) Interviewers. However, please be aware that information not contained in the application, MODS/personal CV, or personal statement may be subject to discussion during an interview (e.g., licensing exam scores, possible adverse comments that may appear on transcripts or in the application file, etc.).

- 6) Interviewers may not ask, nor may applicants divulge, how the applicant is ranking the program. Interviewers are permitted to ask applicants what they like about the program and local area, as well as how the program/location might fit within their personal life (in general terms).
- 7) Contact information for the Program Coordinators, Program Directors, and Consultants is available on the [Physician Education myPers page](#). Each institution or program may have a different process for requesting interviews. Recommend contacting the Program Coordinator by phone and email before contacting the Program Director. If, after several attempts, you are having difficulty contacting the appropriate person, please contact your Physician Education Program Manager for assistance.