HELP GUIDE
2023-2024 MD Admissions Interviewer Application

Using the Appropriate Web Browser

The Online Application System does not perform well with Internet Explorer and you will likely receive errors. Please use any other browser to complete the application and access your profile.

Returning Interviewers: Logging in

If you have ever been or applied to be an interviewer, please click this link:
https://www.oas.med.ubc.ca/security/login.aspx

Then click "Forgot Password"

Enter the email address you used to apply in previous years and click: "**Retrieve Password.**" An email will be sent to you with your password.

Note: If you have not applied to be an interviewer for over a year, once you log into the system you will be prompted to change your password. If you applied to be an interviewer last year in the 2022-2023 application cycle, you will not have to change your password. If the system does not recognize your email address, create a new profile by following the steps for new applicants. (See creating a new account).

Creating a New Account

Go to the following link: https://www.oas.med.ubc.ca/security/new_interviewer.aspx

Please fill in your personal details in the fields.

Double check that your email address is correct and click **"Create Account"**

You will be taken to a screen that confirms that your account has been created and looks like this:

Check your email (including spam/junk). You should receive an email that looks like this and has a link to the website. Click the link.

Dear Catherine Test Account,

The Faculty of Medicine at the University of British Columbia welcomes you as a new prospective interviewer. You have an account in the admissions system but you need to activate it before you can continue. This is a security precaution to insure your applicant information is protected. The link below will allow you to activate your account using the email and password you entered during the new user sign in. Once this is done, this link will no longer work. To access the admissions system in the future, return to the UBC MD Undergraduate Admissions website and click on "Online Application System" in the left-hand menu.

Click the link below.

https://stagingamp.med.ubc.ca/security/interviewer_verify.aspx?code=w95mTUEGUOd9LJ7313KQRbs%2b%2bQwd1AVEcaZBCVs3eoeiZ9AfbPYD9qHoAuNQyBYeiL1VV0COZD

If your e-mail does not show links, use the copy and paste functions to place the line in your browser's URL address or location.

You will be taken to a website where you are asked to log in. After typing in your email address click, "**verify user**"

Click "**login**"

New User Verification

Your account has been verified. Please login to continue.

Log in with your email address and password

LOG IN   FORGOT PASSWORD   NEW APPLICANT

Login Name

catherine@test.ubc.ca

Password

••••••

Log In

Completing the Application

To complete the application, click on the tabs on the left side of the page

THE UNIVERSITY OF BRITISH COLUMBIA   FACULTY OF MEDICINE

HOME   INTERVIEWER APPLICATION   INTERVIEWER APPLICANTS   IMPORTED DATA   AP

⊗ Hide Menu

Basic Information

Personal Information

Community Information

Availability (MMI)

Availability (NRPI)

Virtual Info

Submit Application

Welcome to the Interviewer Application

Complete the application by following the links on the left.

1. Read and complete all required information starting with "**Basic Information**".

2. Click "save and continue" to move to the next page.
3. If you would like to save and come back later, click "save."
   a. You will not be able to "save" or "save and continue" if you do not complete all of the required information.
4. You can go back and change your answers on any page by clicking on the tab on the left. Click "save and continue" to save the new answers.
5. Returning interviewers may notice that some information has been prepopulated with information from previous years. Please read through this information carefully and update as necessary.
6. Always click "save and continue" otherwise the system may not recognize that you have completed all of the required information. "Save" will let you save the information you have inputted for completion later.
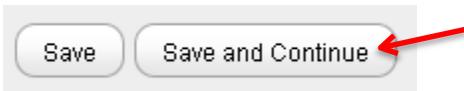
Basic Information Section

1. **Acknowledgement statements:** Read and check the boxes
   a. Conflict of interest: You cannot be an interviewer if you know that you, a family member, personal friend or close acquaintance is applying for medical school this year or in the near future.
   b. BC residency: You must be either a current or past BC resident to be an interviewer.
2. **Closest Site Location:** Choose the medical program site that is closest to your home. If you are unsure which site this is, please click the link to the "British Columbia Map" which divides the province into regions and shows where we feel you are closest to. If you are from one of the islands neighboring Vancouver Island, please choose "Island Medical Program." For students, please choose your program site. If you are not a current BC resident choose the site closest to where you have lived and feel most closely connected.
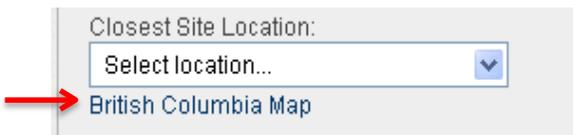
3. **Years served as a Multiple Mini Interviewer:** Please indicate the years you have been an interviewer.
   a. If you have not been an interviewer for a while or have never been an interviewer, leave this section blank.
4. **Years applied as interviewer:** This will typically be the year before you served as an interviewer, unless you have applied before and have not been selected. In this case, please indicate those years as well.
   a. If you have not applied to be an interviewer, leave this section blank.
5. **English Fluency:** Choose one of the options
6. **UBC Employee**: Choose one of the options. If you are a UBC employee, please enter your employee number.
7. **Affiliation:** Your "affiliation" is the category of interviewer you fall under. Please select one. If you fall into multiple categories, choose the one you most identify with. For example, Clinical Faculty members may choose to be identified as either clinicians or faculty members. **NOTE: If you are registered with the BC College of Physicians and Surgeons and are in good standing, please indicate that you are a clinician.**

a. **Faculty:** Academic faculty who work in a university or college setting. University/college staff are considered Community Members, not Faculty.

b. **Clinician (Medical Doctor):** A medical doctor specializing in the treatment of patients. Other health care professionals, please choose Community Member.

c. **Community Member:** Someone who does not fall into the other categories, but represents the public as a patient and/or other health care worker. ***UBC staff members working for the Faculty of Medicine are considered community members, not "Faculty."*** Nurses, dentists, physiotherapists, and other health care professionals are considered Community Members for purposes of this application.

d. **Student:** A UBC medical student in their 3rd or 4th year of study. (MD/PhD students who are in at least their 3rd year are also welcome to apply.)

9. **Statement of Interest:** Please explain why you would like to be an interviewer and your personal or professional experiences that make you suitable for this role.

DO NOT USE PERSONAL/PRIVATE PASSWORD SUCH AS CWL PASSWORD FOR THIS APPLICATION. Passwords can be seen by admissions staff members.

Basic Information

☐ I do not have or know of a family member, or other personal relationship that can be reasonably construed as a conflict of interest, applying to UBC's Faculty of Medicine MD Undergraduate Program

☐ I currently live in BC, or have previously lived in BC and feel strong connection to the province.

☐ I understand that the Application deadline is November 17, 2023 at 11:59 PM

Closest Site Location:

[Select location... ▾]
British Columbia Map

Years Served as Multiple Mini Interviewer:

☐ 2023 ☐ 2022 ☐ 2021 ☐ 2020

Years Applied as Interviewer:

☐ 2023 ☐ 2022 ☐ 2021 ☐ 2020

Are you fluent in English?

○ No
○ Yes

Are you a UBC employee?

○ No
○ Yes

Affiliation:

[Select affiliation... ▾]

Please write a short statement (no more than 750 characters) describing why you want to be an interviewer.

[   ]

Character Count Meter **750** [   ]

[Save] [Save and Continue]

Personal Information

1. Please complete the required fields.
    a. Demographic information, including age and ethnic background, is asked so that we can ensure that our interviewer pool reflects the diverse population of British Columbia.
    b. Please select 'Yes' if you have any accessibility issues or concerns that may impact your ability to interview in a virtual setting, and provide clarifying information in the box that appears below. This will help us to better provide support if needed.

2. **Relationship/scheduled with another interviewer or interviewer:** Due to the virtual nature of the interviews space and privacy are a requirement. If you would like to be scheduled during a different time than to ensure privacy, please indicate this in the Additional Comments box.

Personal Information

Street Address:
671 Opal Lane

City:
Burnaby

Postal Code:
V5Y 1F3

Home Phone Number:
778-888-888

Work Phone Number:

Cell Phone Number:

Age:
51 - 60 ▼

Gender:
- ◯ Male
- ⦿ Female
- ◯ [_____]

DEFINITION: Based on Canada's Employment Equity Act, visible minorities are people (other than Indigenous persons) who are non-white/Caucasian, regardless of their place of birth or citizenship (Sometimes referred to as "racially visible" or "racialized person").
With which of the following groups do you most strongly identify? (Select all that apply)

- ☐ Arab
- ☐ Black or multi-racial with Black ancestry
- ☑ East Asian
- ☐ Indigenous to Canada (i.e., First Nations, Métis, Inuk)
- ☐ Indigenous to a place outside of Canada
- ☐ Latin, South, or Central American

- ☐ South Asian
- ☐ Southeast Asian
- ☐ West Asian
- ☑ European origin/White
- ☐ Not listed above (please specify): [_____]

NOTE: The presented list is adapted from the Statistics Canada 2021 Census Question 25, which collects information to support programs that promote equal opportunity for everyone to share in the social, cultural, and economic life of Canada.

Do you have any accessibility issues or concerns that may impact your ability to interview in a virtual setting?
- ⦿ No
- ◯ Yes

Are you in a relationship with another interviewer or would like to be scheduled at the same time as someone else?
- ◯ No
- ⦿ Yes

Person's Name:
Anna Lee

Do you have any additional information or comments?
I would prefer to be scheduled at a different time than Anna as so we can divide childcare responsibilities.

[Save] [Save and Continue]

Faculty Information

This section only appears if you have chosen "Academic/Faculty Member" as your affiliation on the "Basic Information" page. Please complete all fields. Clinical Faculty members may be considered as either Faculty OR a Clinician (Medical Doctor).

If you are clinical faculty in good standing with the College of Physicians and Surgeons please provide your CPSID.
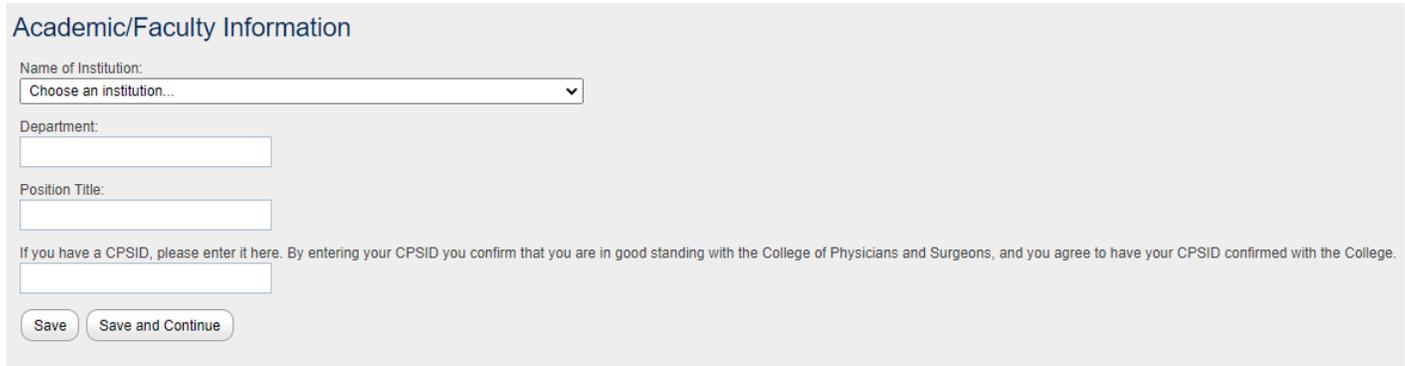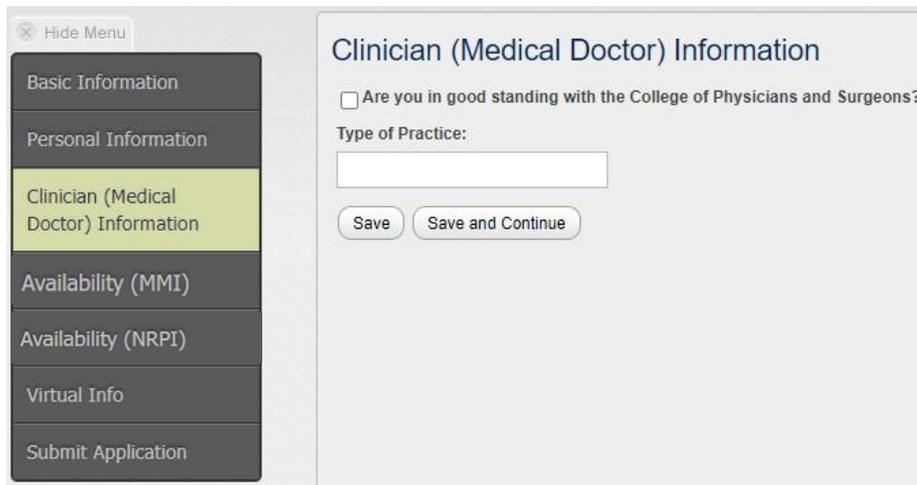

Clinician (Medical Doctor) Information

This section only appears if you have chosen "Clinician (Medical Doctor)" as your affiliation on the "Basic Information" page.

1. **Good Standing:** If you are in good standing with the College of Physicians and Surgeons please select this box. You will be prompted to provide your CPSID.

Community Information

This section only appears if you have chosen "Community member" as your affiliation on the "Basic Information" page.

1. **Profession:** Please indicate your profession.
2. **I am a healthcare professional:** If you are a healthcare professional and in good standing with your profession's regulatory college and consent to confirmation of this information, please check the appropriate box and provide the requested information.

Community Member Information

Profession:

[   ] * Required

☐ I am a health care professional and member in good standing of my profession's regulatory college (CRNBC, CPTBC, CDSBC, CPBC, etc.). I consent to confirmation of my good standing.

[Save] [Save and Continue]

Community Member Information

Profession:

[   ] * Required

☑ I am a health care professional and member in good standing of my profession's regulatory college (CRNBC, CPTBC, CDSBC, CPBC, etc.). I consent to confirmation of my good standing.

Name of regulatory college:

[   ] * Required

ID number:

[   ] * Required

[Save] [Save and Continue]

Medical Student Information

This section only appears if you have chosen "UBC Medical Student" as your affiliation on the "Basic Information" page.

1. **Clinical Rotation:** Please indicate the city where you will be doing your clinical rotation in February 2024. You can type the name of the city in this field and it should match to the appropriate Canadian city. If a city is not listed, please choose the closest city listed.

General Multiple Mini Interviews

1. All interviewers must select at least one half-day to interview.
2. In the event that makeup interviews are required, these will be scheduled for February 17. If you are available to participate during a second round of interviews on this day, please indicate this by selecting Shift 7 (Feb 17).
3. If you only wish to be an interviewer for the Northern and Rural Panel Interviews check the corresponding box.

General Multiple-Mini Interviews (MMI)

The General Multiple-Mini Interviews (MMI) is an interview format that consists of ten 8-minute interview stations that each feature a different question and are designed to measure competencies like oral co

If you are interested in participating as a Multiple-Mini Interviewer, please indicate your availability below. Due to the virtual nature of the interviews, interviewers will only be scheduled for half-days and need including the full interview schedule will be provided to scheduled interviewers.

- ☐ 1. Saturday, February 3, 2024 (7:00 AM to 1:00 PM)
- ☐ 2. Saturday, February 3, 2024 (12:00 PM to 6:00 PM)
- ☐ 3. Sunday, February 4, 2024 (7:00 AM to 1:00 PM)
- ☐ 4. Sunday, February 4, 2024 (12:00 PM to 6:00 PM)
- ☐ 5. Saturday, February 10, 2024 (7:00 AM to 1:00 PM)
- ☐ 6. Saturday, February 10, 2024 (12:00 PM to 6:00 PM)
- ☐ 7. Saturday, February 17, 2024 (7:00 AM to 1:00 PM)

- ☐ I do not wish to be an MMI Interviewer. I am only interested in being an Interviewer for the Northern and Rural Panel Interviews.

Northern and Rural Panel Interviews

1. All interviewers must select at least one half-day to interview.
2. Please indicate whether you are interested in participating in both the Northern and Rural Panel Interviews and the MMI.
3. You are asked to provide a brief description of the connection you have to a northern or rural community in British Columbia. This information will help our office pair interviewers from different areas.

Northern & Rural Panel Interviews (NRPI)

The Northern & Rural Panel Interviews (NRPI) are separate from the General Multiple-Mini Interviews (MMI). Applicants who apply through the Northern & Rural Admissions Pathway are required to participate in this additional panel in

Due to the virtual nature of the NRPI, interviewers will only be scheduled for half-days. NRPI interviewers need to be available from either 7:00 AM to 1:00 PM or 12:00 PM to 6:00 PM on Sunday, February 11. If you indicate that you ar below.

- ☐ 1. Sunday, February 11, 2024 (7:00 AM to 1:00 PM)
- ☐ 2. Sunday, February 11, 2024 (12:00 PM to 6:00 PM)

In order to be an NRPI interviewer, you will need to review materials on bias provided by the MD Admissions Office and attend a mandatory training session on Wednesday, February 7, 2024 from 5:30 – 8:30 PM

I understand that I have to review the online bias training material provided by the Admissions Office by January 31, 2024.

- ○ Yes
- ○ No

- ☐ I am available to attend the mandatory Northern & Rural Panel Interview virtual training session on Wednesday, February 7, 2024 from 5:30 – 8:30 PM

Please confirm that you are applying to participate as:
- ○ an NRPI Interviewer ONLY
- ○ BOTH a General MMI and NRPI Interviewer

Please provide a brief description of the connection you have to a Northern or rural community in British Columbia.

Current Character Count: 0/750 [   ]

[Save] [Save and Continue]

Virtual Information

All applicants are required to answer several questions regarding their technological suitability to participate as a virtual interviewer. Responses are required to submit the application. Please note that if you answer No to the second question "Do you have access to a laptop or computer that includes a webcam or microphone? (Please note, iPads and Tablets are not compatible)" a follow up question will appear.

Virtual Interview Information

Do you have access to a reliable internet connection in your home?

○ Yes
○ No

Do you have access to a laptop or computer that includes a webcam and microphone? (Please note, iPads or Tablets are not compatible)

○ Yes
○ No

Do you have experience using a video conference platform such as Zoom?

○ Yes
○ No

Are you comfortable participating in a video conference (chat) environment for extended periods of time (6 hours with intermittent short breaks)?

○ Yes
○ No

Is your computer located in, or can be moved to, a space at home that will be quiet and private for an extended period of time?

○ Yes
○ No

[Save] [Save and Continue]

Submit Application

To submit your application, please read and check the boxes. When you do, a "submit application" button will appear. Click this button.

Application Status

☑ Basic Information
☑ Personal Information
☑ Community Information
☑ Availability (MMI)
☑ Availability (NRPI)
☑ Virtual Info
⚠ Submit Application

Application Submit

☑ I understand that in committing to be an interviewer and/or panelist, I am committing to fulfilling the assigned interview shift and attending a mandatory virtual training session held prior to my scheduled interview date, even if I have attended previously.
☑ I understand that confidentiality, including but not limited to, the applicants and interview information must be maintained and a confidentiality agreement will need to be signed prior to the training session.

[Submit Application]

You will then be shown a screen that says "your application has been submitted." If you click on any of the other tabs, such as "Basic Information" you will not be able to edit or change any of the entries you have made.

Application Status

✓ Basic Information
✓ Personal Information
✓ Community Information
✓ Availability (MMI)
✓ Availability (NRPI)
✓ Virtual Info
✓ Submit Application
Your application has been submitted.

Application Submit

☑ I understand that in committing to be an interviewer and/or panelist, I am committing to fulfilling the assigned interview shift and attending a mandatory virtual training session held prior to my scheduled interview date, even if I have attended previously.

☑ I understand that confidentiality, including but not limited to, the applicants and interview information must be maintained and a confidentiality agreement will need to be signed prior to the training session.

(Undo Submit)

Undoing the Submission of Your Application

During the interviewer application period you can change your application at any time. To do this:

Application Status

✓ Basic Information
✓ Personal Information
✓ Community Information
✓ Availability
✓ Northern & Rural Panel
✓ Virtual Info
✓ Availability (MMI)
✓ Availability (NRPI)
Your application has been submit

Application Submit

☑ I understand that in committing to be an interviewer and/or panelist, I am committing to fulfilling the assigned interview shift and attending a mandatory virtual training session held prior to my scheduled interview date, even if I have attended previously.

☑ I understand that confidentiality, including but not limited to, the applicants and interview information must be maintained and a confidentiality agreement will need to be signed prior to the training session.

(Undo Submit)

1. Click the "Undo Submit" button that appears at the bottom of the page
2. Click on the tab you would like to update and edit as desired.
3. Remember to click either "save" or "save and continue" to update your application. Any information not saved will not be updated.
4. Return to the "Submit Application" page by clicking on the tab on the left. You will need to read and re-check the confirmations on this page before the "Submit Application" button will appear.
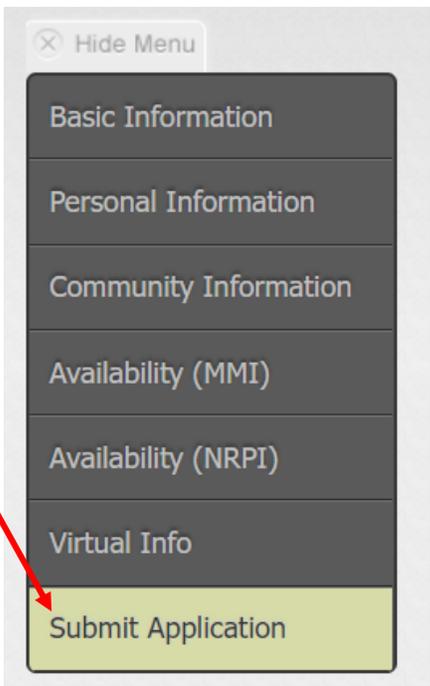
5. Click "Submit Application" and your application will be re-submitted.

If you change anything in your application please remember to RESUBMIT. If your application is not submitted by the deadline, you will not be considered for an interviewing position this year

Logging Out
To log out at any point during or after the application process, please click the "log out" button located at the top right hand corner of your screen.

Logging Back In
Simply go to the link sent to you in your original confirmation email, click "login", enter your details and click "log in."

Application Status
To check the status of your application, click the "submit application" tab on the left side menu. You will be able to see whether or not you have completed all of the required sections and if your application has been submitted.
- Green check marks mean that the section is complete
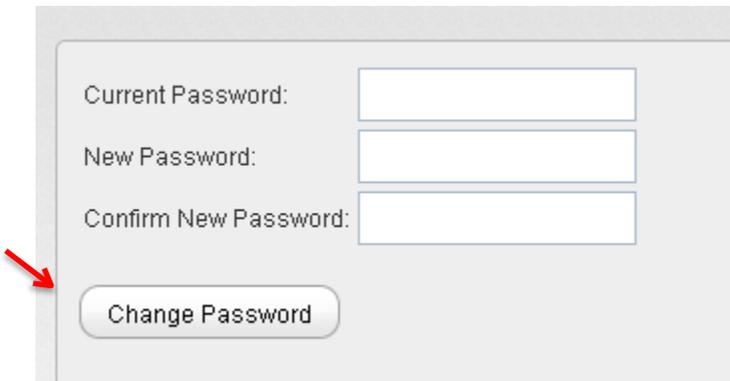- Red exclamation points mean that the section is incomplete

All volunteers will be notified via email in early December about whether or not we were able to assign them an interviewing shift this year. Please note that not all interested interviewers will be included as the interviewing pool must comprise a wide variety of individuals. If you are not selected this year, please apply again in the future, as we try to maintain a balance of new and returning interviewers.

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Change Password

To change your password click on the "User Profile" tab which is directly to the right of the "Interviewer Application" tab. Then click "Change Password."

Type your details into the three boxes and change your password. **Please keep in mind that these passwords will be used during the interviews. They will be made available only to you and the admissions staff, who have them available if they need to troubleshoot an issue with you.** This being said, <u>we strongly encourage you to use a password that is not connected with banking information or other personal accounts.</u> You may change your password at any time.