

Recruitment



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Recruitment Process

Planning

Schedules

Communication

Setting up Zoom “meeting” for interview days

Structure for interview day

Breakout Rooms

Schedules

UCONN Health

MFM Interview Master Schedule							
Saturday, July 25, 2020							
7:45am - 8:30am	8:40am-9:00am		9:05am-9:25am		9:30am-9:50am		
ALL	Attending	Candidate	Attending	Candidate	Attending	Candidate	
Program Intro	Campbell	Elizabeth	Campbell	Felicia	Campbell	Fatimah	
Program Intro	Prabulos	Felicia	Prabulos	Fatimah	Prabulos	Priya	
Program Intro	Borgida	Fatimah	Borgida	Priya	Borgida	Neil	
Program Intro	Feldman	Priya	Feldman	Neil	Feldman	Tieg	
Program Intro	Hammer	Neil	Hammer	Tieg	Hammer	William	
Program Intro	Park	Tieg	Park	William	Park	Hillary	
Program Intro	Nold	William	Nold	Hillary	Nold	Nkechinyere	
Program Intro	Bakaysa	Hillary	Bakaysa	Nkechinyere	Bakaysa	Kristen	
Program Intro	Nkemeh	Nkechinyere	Nkemeh	Kristen	Nkemeh	Elizabeth	
Program Intro	Loza	Kristen	Loza	Elizabeth	Loza	Felician	
	9:55am-10:15am		10:20am-10:40am		10:40am-10:50am	10:50am-11:10am	
	Attending	Candidate	Attending	Candidate	BREAK ALL	Attending	Candidate
	Campbell	Priya	Campbell	Neil	BREAK ALL	Campbell	Tieg
	Prabulos	Neil	Prabulos	Tieg	BREAK ALL	Prabulos	William
	Borgida	Tieg	Borgida	William	BREAK ALL	Borgida	Hillary
	Feldman	William	Feldman	Hillary	BREAK ALL	Feldman	Nkechinyere
	Hammer	Hillary	Hammer	Nkechinyere	BREAK ALL	Hammer	Kristen
	Park	Nkechinyere	Park	Kristen	BREAK ALL	Park	Elizabeth
	Nold	Kristen	Nold	Elizabeth	BREAK ALL	Nold	Felicia
	Bakaysa	Elizabeth	Bakaysa	Felicia	BREAK ALL	Bakaysa	Fatimah
	Nkemeh	Felicia	Nkemeh	Fatimah	BREAK ALL	Nkemeh	Priya
	Loza	Fatimah	Loza	Priya	BREAK ALL	Loza	Neil

Schedules

The University of New Mexico

May 6th 2022
AM 8:00-8:30 Welcome

	<u>Dr. Fahy</u>	<u>Drs. Hodge/McNicoll</u>	<u>Dr. Ferguson</u>	<u>Dr. Fine</u>	<u>Dr. Prabhakaran</u>	<u>Dr. Greenbaum</u>	<u>Dr. Popek</u>
8:45-9:05	Chelsea Olson	Erin Strong	Joshua Bleicher	Giacomo Waller	Aaron Kangas-Dick	Amir Sohail	Faisal Jehan
9:10-9:30	Faisal Jehan	Chelsea Olson	Erin Strong	Joshua Bleicher	Giacomo Waller	Aaron Kangas-Dick	Amir Sohail
9:35-9:55	Amir Sohail	Faisal Jehan	Chelsea Olson	Erin Strong	Joshua Bleicher	Giacomo Waller	Aaron Kangas-Dick
10:00-10:20	Aaron Kangas-Dick	Amir Sohail	Faisal Jehan	Chelsea Olson	Erin Strong	Joshua Bleicher	Giacomo Waller
10:25-10:45	Giacomo Waller	Aaron Kangas-Dick	Amir Sohail	Faisal Jehan	Chelsea Olson	Erin Strong	Joshua Bleicher
10:50-11:10	Joshua Bleicher	Giacomo Waller	Aaron Kangas-Dick	Amir Sohail	Faisal Jehan	Chelsea Olson	Erin Strong
11:15-11:35	Erin Strong	Joshua Bleicher	Giacomo Waller	Aaron Kangas-Dick	Amir Sohail	Faisal Jehan	Chelsea Olson
11:40-12:00	Q&A						

May 6th 2022
PM 12:15-12:45 Welcome

	<u>Dr. Fahy</u>	<u>Drs. Hodge/McNicoll</u>	<u>Dr. Ferguson</u>	<u>Dr. Fine</u>	<u>Dr. Prabhakaran</u>	<u>Dr. Greenbaum</u>	<u>Dr. Nir</u>
1:00-1:20	Heidy Cos Felipe	Meredith Gunder	Muhammad Khan	Xiang Gao	Denise Wong	Alexandra Acher	Colin Rog
1:25-1:45	Colin Rog	Heidy Cos Felipe	Meredith Gunder	Muhammad Khan	Xiang Gao	Denise Wong	Alexandra Acher
1:50-2:10	Alexandra Acher	Colin Rog	Heidy Cos Felipe	Meredith Gunder	Muhammad Khan	Xiang Gao	Denise Wong
2:15-2:35	Denise Wong	Alexandra Acher	Colin Rog	Heidy Cos Felipe	Meredith Gunder	Muhammad Khan	Xiang Gao
2:40-3:00	Xiang Gao	Denise Wong	Alexandra Acher	Colin Rog	Heidy Cos Felipe	Meredith Gunder	Muhammad Khan
3:05-3:25	Muhammad Khan	Xiang Gao	Denise Wong	Alexandra Acher	Colin Rog	Heidy Cos Felipe	Meredith Gunder
3:30-3:55	Meredith Gunder	Muhammad Khan	Xiang Gao	Denise Wong	Alexandra Acher	Colin Rog	Heidy Cos Felipe
4:00-4:20	Q&A						

Schedules

Duke University

Interview Itinerary

9:50-10:00	Zoom log in for applicants, faculty and fellows								
10:00-10:50	Welcome & presentation by PD								
10:50-11:00	Break								
	Faculty	Faculty	Faculty	Faculty	Faculty	Faculty	Faculty	Faculty	Faculty
11:00-11:20	1	2	3	4	5	Break	Break	Break	Break
11:25-11:45	Break	1	2	3	4	5	Break	Break	Break
11:50-12:10	Break	Break	1	2	3	4	5	Break	Break
12:15-12:35	Break	Break	Break	1	2	3	4	5	Break
12:35-1:00	Lunch Break								
1:00-1:20	Break	Break	Break	Break	1	2	3	4	5
1:25-1:45	5	Break	Break	Break	Break	1	2	3	4
1:50-2:10	4	5	Break	Break	Break	Break	1	2	3
2:15-2:35	3	4	5	Break	Break	Break	Break	1	2
2:40-3:00	2	3	4	5	Break	Break	Break	Break	1
	Fellows Presentation and Wrap-up with APD								

Schedules

Candidate Schedule

UCONN HEALTH	
MFM Fellowship Interviews	
Tieg Beazer	
Saturday, July 25 ,2020	
INTRODUCTION	
7:35am-7:40am	Join the ZOOM Meeting by clicking the link included in your email
7:45am-8:30am	Program Introduction Winston Campbell, MD, MFM Fellowship Program Director
INTERVIEWS	
8:40am-9:00am	Jennifer Park, MD MFM Attending, Hartford Hospital
9:05am-9:25am	Erica Hammer, MD MFM Attending, Hartford Hospital
9:30am-9:50am	Deb Feldman, MD MFM Attending, Hartford Hospital
9:55am-10:15am	Adam Borgida, MD Chief OBGYN, MFM, Hartford Hospital
10:20am-10:40am	Anne-Marie Prabulos, MD MFM Attending, UConn Health
10:40am-10:50am	BREAK
10:50am-11:10am	Winston Campbell, MD MFM Fellowship Program Director

Schedules

Interviewer Schedule

MFM Fellowship Interview Schedule Dr. Prabulos Saturday, July 25, 2020	
7:45am-8:30am	Intro Winston Campbell, MD, MFM Fellowship Program Director
8:30am	Attendings Join ZOOM meeting by following the link in the Outlook invitation
8:40am-9:00am	Felicia LeMoine 225-276-8164
9:05am-9:25am	Fatimah Fahimuddin 925-314-5742
9:30am-9:50am	Priya Patel 561-302-7742
9:55am-10:15am	Neil Patel 605-595-8397
10:20am-10:40am	Tieg Beazer 201-693-5824
10:40am-10:50am	BREAK
10:50am-11:10am	William Choi 201-693-5824

Communication – Candidates

UCONN HEALTH EMAIL # 1

CONFIRM INTERVIEW DATE | ANNOUNCE SOCIAL HOUR |
INFO ABOUT INTERVIEW DAY | CP # | BLIND COPY EMAIL

Hello, we're excited to meet you during The UConn Health Maternal-Fetal Medicine Fellowship interviews scheduled for **Saturday, July 25, 2020**. As you know, all interviews will be conducted virtually using the **ZOOM** platform, and although this is not ideal we hope to showcase our institution and our fellowship program in the best possible light and give you as much information as possible.

We will be hosting an informal "Social Hour" for you to attend (virtually) with our current MFM fellows. This will be held on **Friday, July 24, 2020 from 6pm-7pm EST**. We hope you can attend.

On the morning of July 25, 2020 the interview day will begin promptly at **7:45am EST** with a presentation from our Program Director. Interviews will begin at **9:00am EST** and will conclude at approximately **1:00pm EST**.

In preparation, here are some key things I would ask of you:

1. Please be sure you can access **Zoom.us**
2. Please be sure to have a secure internet connection
3. Confirm with me by email
 - a) Your interview day
 - b) If you will attend our virtual social hour
 - c) Your current mailing address
 - d) Your cell phone number in case we have any issues on interview day

As the day gets closer I will be sending additional information regarding how the day will run along with interview schedules. I will as schedule a 5 minute "connectivity time" with you so we are sure you are able to connect to zoom.

If you have any questions, please feel free to contact me.

THE UNIVERSITY OF NEW MEXICO

EMAIL # 1

Hello,

Congratulations! After review of your application, we are pleased to offer you an interview with the University of New Mexico FPMRS Fellowship Program for the academic year 2024. We appreciate your interest in our program! We look forward to meeting you!

We have two interview dates available:

- May 5th, 2023
- May 12th, 2023

We will be conducting all of our interviews remotely via video platforms.

Please reply by 2/13/2023 - to let us know if you wish to accept this interview opportunity. Please select the interview date you prefer on the ERAS schedule.

There will be a welcome session before your assigned AM or PM interviews. We will also host a virtual social hour the evening before your interview day. You will receive more details about the interview process and our program closer to the interview date.

Attached, you will find a benefits package from UNM. Please review! The first page of this package has a hyperlink that you must sign before you interview, should you accept.

In the meantime, please check out our program website:

<https://hsc.unm.edu/medicine/departments/obgyn/education/uogyn-fellow.html>

UCONN HEALTH EMAIL # 2

EMAIL WITH ZOOM LINK FOR SOCIAL HOUR

Hi, we're looking forward to meeting you at the **UConn Health MFM Fellowship program Virtual Social Hour** scheduled for **Friday, August 22nd** at **6pm EST**. Please find below, the zoom link for this gathering.

Pam Brancati-Moynihan is inviting you to a scheduled Zoom meeting.

Topic: UConn Health MFM Virtual Social Hour

Time: Aug 21, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/9362736447?pwd=ak1RkFjWEo0ZDR4b1BQcTg4SG1PQT09>

Meeting ID: 936 273 6447

Passcode: 1NJpAM

Pamela Brancati-Moynihan, C-TAGME

MFM / REI / MIGS Fellowship Program Coordinator

OB/GYN | UConn Health

263 Farmington Avenue, Farmington, CT 06030-8071

Office: 860.679.4363 | Fax: 860.679.1228

health.uconn.edu

UCONN
HEALTH

THE UNIVERSITY OF NEW MEXICO

EMAIL # 2

Hello,

Welcome again to the 2024 UNM FPMRS Fellowship Interviews
We are looking forward to meeting you!

We have put together additional materials that give you an overview of funding and research opportunities – we hope you find these materials useful as you consider our training program.

Funding Opportunities:

- <https://hsc.unm.edu/ctsc/pilot-funding/>
- <https://rac.unm.edu/calls>
- <http://unmobgyn.pbworks.com/w/page/94568888/Research>

Amazing Research Opportunities at UNM:

- <https://hsc.unm.edu/ctsc/services/translation-clinical-labs/translational-labs/>
- <https://hsc.unm.edu/ctsc/services/cerc/>
- <https://hsc.unm.edu/ctsc/services/cerc/special-populations.html>

Next, since you won't be physically visiting our wonderful state of NM, we wanted to try to give you a feel for life here. Please take a look at the NY Times article describing fun things to in Albuquerque - [36 Hours in Albuquerque - The New York Times \(nytimes.com\)](#) and our New Mexico True video <https://www.youtube.com/watch?v=JUhXostcdC4> that highlight our beautiful state and lifestyle.

Please don't forget to fill/sign the hyperlink in the first "invite to interview" email. You will need to do this **before** you interview.

Please take a few minutes to view all the links as they will highlight what we having going on in our program.... our WONDERFUL state!

We will send the schedule with Zoom links very soon. If you have any questions, please feel free to reach out.

UCONN HEALTH EMAIL # 3

INDIVIDUAL EMAIL TO CANDIDATE | SCHEDULE |
ZOOM LINK | PM CELL # | INSTRUCTIONS | MORE INFO

THE UNIVERSITY OF NEW MEXICO

EMAIL # 3

Hi ,

We are excited to virtually meet you on **Saturday, July 25th!** As previously mentioned we will be using the **ZOOM** platform to conduct our interviews with you. Our hope is to give you as much information about our program and our institution so you are well informed.

Attached you will find your schedule for your interview day. Please remember that all times are in **EST**. The day will begin at **7:45am EST** with an introduction of our program by our Program Director. Please log on to **ZOOM** at the specified time on your schedule. We would like to have everyone logged on about 10 minutes prior to beginning.

Please note a previous email was sent to you with the ZOOM link for the **SOCIAL HOUR** scheduled for Friday, July 24th at 6:00pm EST with our current fellows. Let me know if you did not receive that email.

If you experience any technical difficulties on the day of your interview, you can reach me on my cell at 860-402-7611.

The Zoom link for your **Interview Session is below:**

Pam Brancati-Moynihan is inviting you to a scheduled Zoom meeting.

Topic: UConn Health MFM Fellowship Interviews
Time: Jul 25, 2020 07:30 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/9362736447?pwd=ak1RkFjWEo0ZDR4bIBQcTg4SG1PQT09>

Meeting ID: 936 273 6447
Password: 1NjPAM

When joining the ZOOM meeting please use your first and last name when logging on. If you cannot fit that please use your last name only.

Other Things You Should Know

- You will need a computer/laptop/tablet with camera and microphone capabilities as well as a reliable internet connection.
- Please make sure you have a quiet, well-lit place to conduct your interviews, free from distractions and interruptions.

Hello,

We are looking forward to your May 5th interview with the FPMRS Fellowship Program! Attached is your schedule and Zoom links. Please see the following message below.

We will be hosting a virtual social hour on May 4th at 5pm MST. This informal “gathering” will give you a chance to meet our current Urogyn Fellows. We hope you are able to take advantage of this chance to hear about the program and UNM directly from our trainees. Lastly, you should receive an Uber Eats gift card via email. It’s our way of saying thank you for joining us this interview season. Feel free to use it however you’d like!

The Zoom link for your interview on May 5th, is the same one for the entire day. Please only log on at your designated time

For the flow of the day, Anjelica will place the faculty in their respective rooms. There will also be a mingle room, where you will wait for your next interview. Anjelica will move you from room to room so you don’t have to worry about anything. We will have time for questions and answers at the end. Please let us know if you have questions.

Duke University Email

Sent on behalf of

Dear Applicants,

I want to welcome you to the **Duke Female Pelvic Medicine and Reconstructive Surgery Fellowship Program**! We are very much looking forward to meeting you (albeit virtually)! Please take a moment to visit our [website](#) where you will find our welcome video, [fellowship prospectus](#), fellow presentations and publications, faculty publications as well as other pertinent program information.

Below you will find information about the virtual interview process. If you have any issues or questions, please feel free to contact our program coordinator, _____

Fellow Social link on May 1st at 7pm EST: <https://duke.zoom.us/j/97031578551?pwd=a2dnVUZtMndGcy82M2l0aDFwNDdqdz09>

Main Interview Day link on May 3rd at 9:50am EST: <https://duke.zoom.us/j/92033041625?pwd=Vjg5Z2VaUHBFaDhwdWt0WkFzNkxxUT09>

Interviews on May 3rd: <https://duke.zoom.us/j/94088896170?pwd=ODFRVWVjWW1EU1Y5bkYRHI5YVYQT09>

- Includes
 - ZOOM information
 - Schedule

Communication for Interviewers

Zoom training

- Structure and how to's

Outlook invite with interview Zoom link

Candidate applications

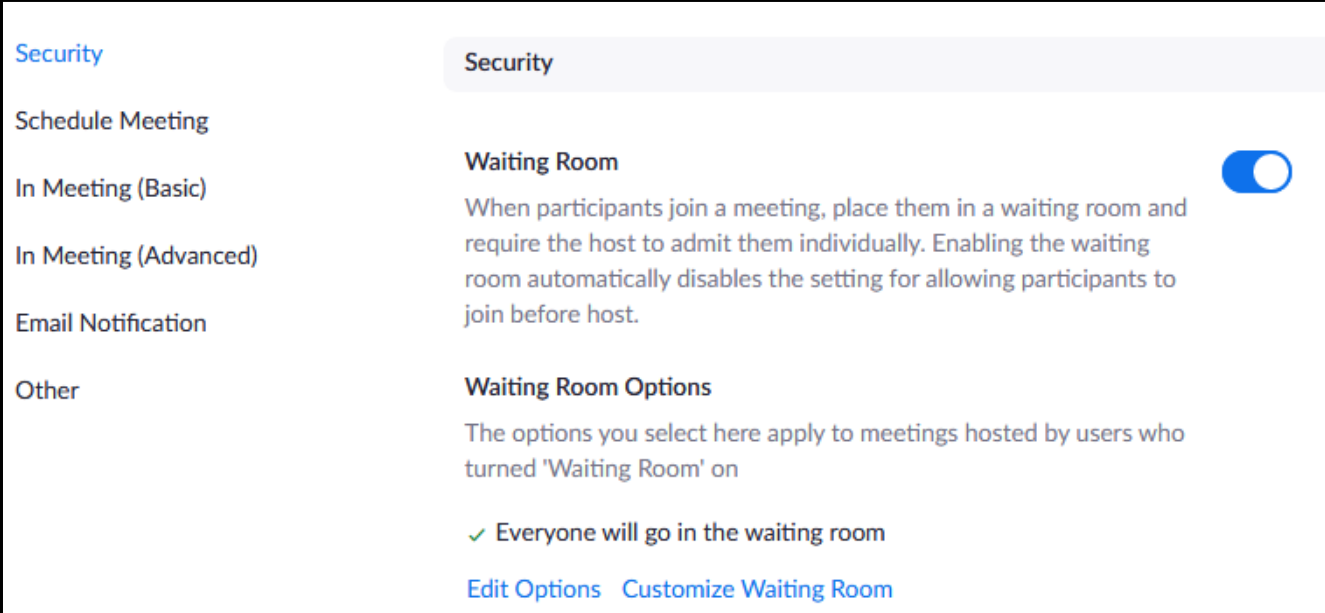
Interview schedules and Evaluations

Setting up ZOOM for the interview day

Meeting Set up

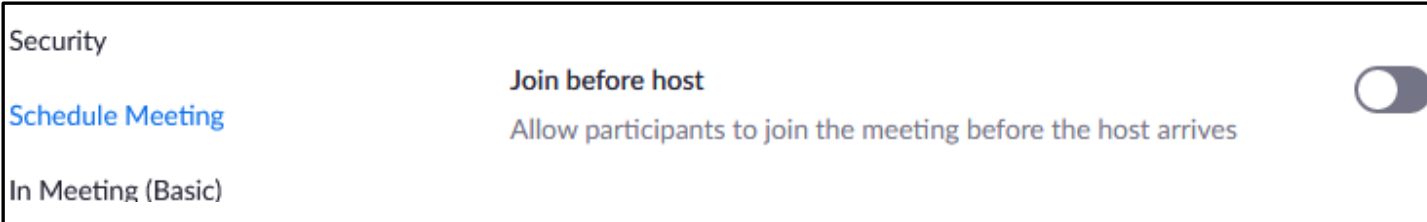
Settings:

Enable “waiting room”



The screenshot shows the Zoom Security settings page. On the left sidebar, 'Security' is selected. The main content area shows the 'Waiting Room' toggle switch turned on (blue). Below it, the text reads: 'When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.' Underneath, there is a section for 'Waiting Room Options' with a checkmark next to 'Everyone will go in the waiting room' and links for 'Edit Options' and 'Customize Waiting Room'. A red arrow points to the 'Waiting Room' toggle switch.

Disable “join before host”



The screenshot shows the Zoom Security settings page. On the left sidebar, 'Security' is selected. The main content area shows the 'Join before host' toggle switch turned off (grey). Below it, the text reads: 'Allow participants to join the meeting before the host arrives'. A red arrow points to the 'Join before host' toggle switch.

Meeting Set up (continued)

Settings

Enable “Breakout Rooms”

In Meeting (Advanced)

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)


Email Notification

Other

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling





Scheduling your meeting

Topic (be specific)

UConn Health MFM Fellowship Interview

Date and Time

Duration

Security – Waiting room enabled

Meeting Options – nothing checked

Copy the link into email communication

It's Interview Day!!

Housekeeping

Utilize the Waiting Room

Utilize the Main Session as a Main Conference room

- allow attendees from waiting room

- attendees exit to interview breakout room

- attendees return after interview is over

Interview Day Structure

7:25am PC and PD Main session

7:40am Candidates are in waiting room

- PC lets all candidates in to main session at the same time

7:45am PD and PC welcome candidates

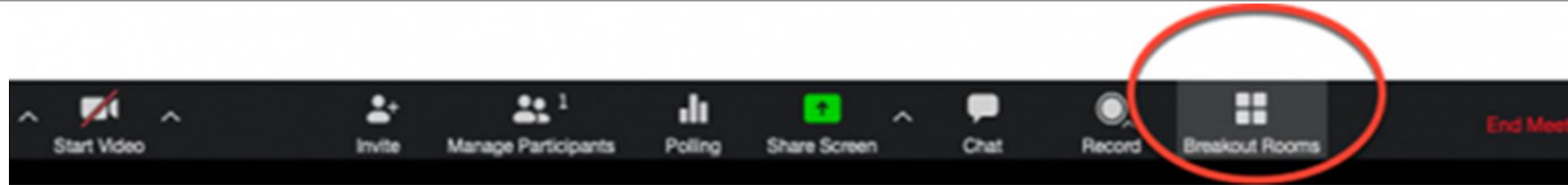
- PD begins presentation

PC sets up Break out Rooms

8:45am Interviewers enter waiting room

- PD completes presentation
- PC gives quick overview to candidates on how the interviews day will run
- PC allows interviewers into Main session

Setting Up Breakout Rooms



Assign 1 participants into Rooms:

Automatically Manually

1 participants per room

[Create Rooms](#)





Enter Full Screen

Breakout Rooms - Not Started	
▼ Breakout Room 1	Assign
▼ Breakout Room 2	Assign
▼ Breakout Room 3	Assign
▼ Breakout Room 4	Assign

Alexander

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: minutes
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer: seconds

Recreate ▾ **Options ▾** Add a Room Open All Rooms

Rename Breakout Rooms

Breakout Rooms - Not Started

- Breakout Room 1 1
 - HH Henrik Henriksen
- Breakout Room 2 1
 - KN Kari Nordmann

Rename Delete Room

Options ^ Recreate ^ Add a Room Open All Rooms

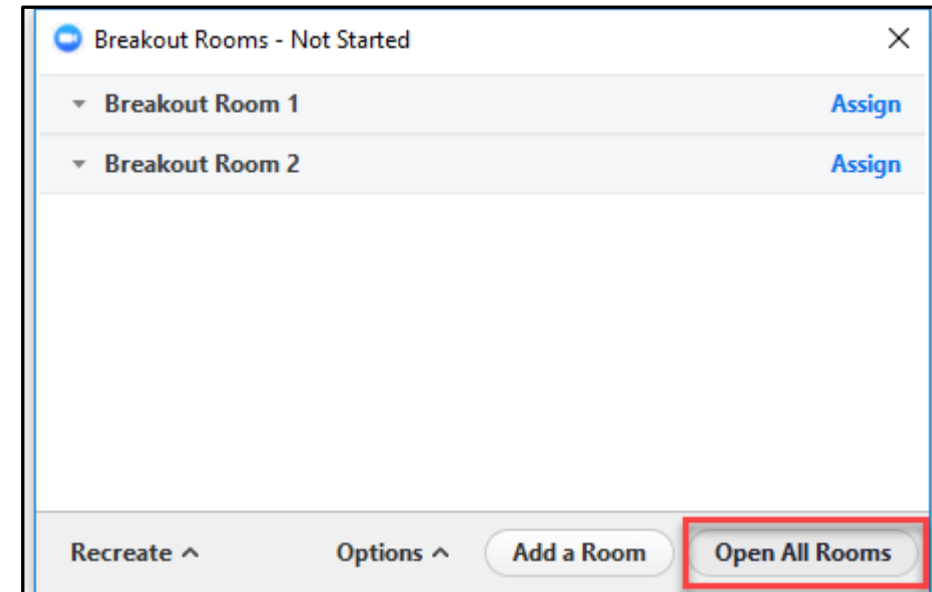
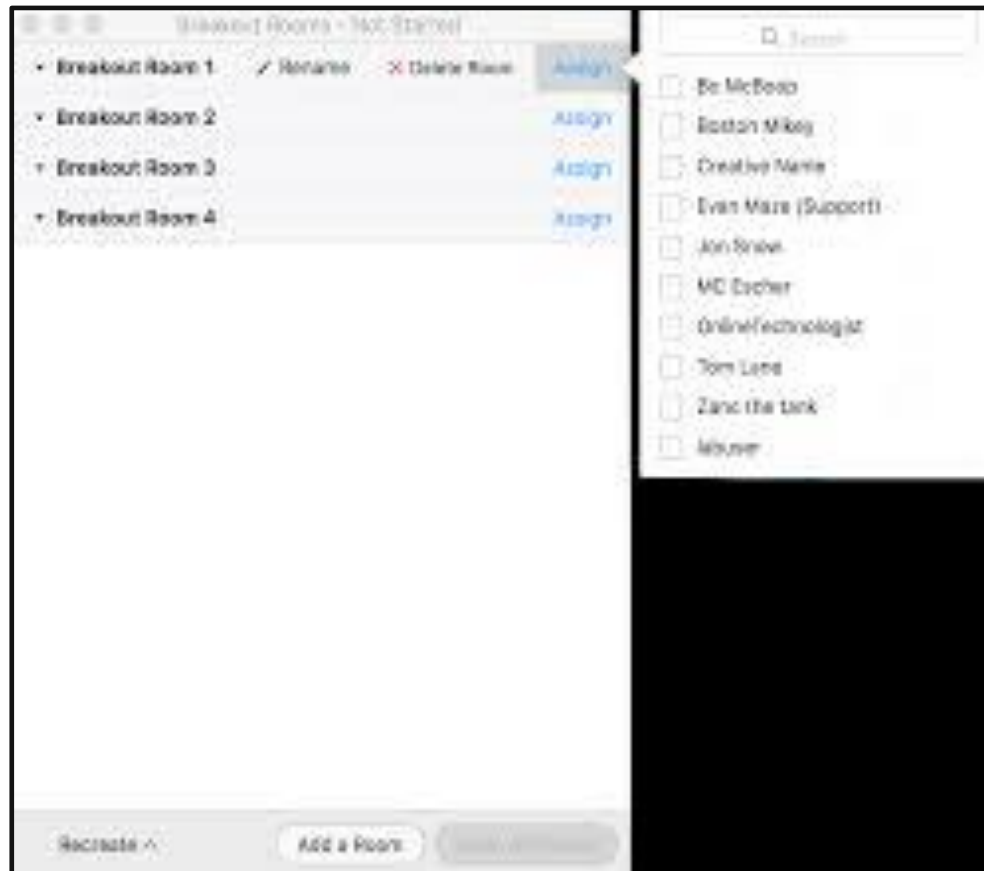
Rename

Gruppe 1

No Yes

MFM Interview Master Schedule				
Saturday, July 25, 2020				
7:45am - 8:30am	8:40am-9:00am		9:05am-9:25am	
ALL	Attending	Candidate	Attending	Candidate
Program Intro	Campbell	Elizabeth	Campbell	Felicia
Program Intro	Prabulos	Felicia	Prabulos	Fatimah
Program Intro	Borgida	Fatimah	Borgida	Priya
Program Intro	Feldman	Priya	Feldman	Neil
Program Intro	Hammer	Neil	Hammer	Tieg
Program Intro	Park	Tieg	Park	William
Program Intro	Nold	William	Nold	Hillary
Program Intro	Bakaysa	Hillary	Bakaysa	Nkechinyere
Program Intro	Nkemeh	Nkechinyere	Nkemeh	Kristen
Program Intro	Loza	Kristen	Loza	Elizabeth

Assigning attendees to Breakout Rooms and Opening break out rooms



Breakout Room in Progress

Breakout Session - In Progress

- Breakout Session 1 [Join](#)
 - Danny Mariscal
 - John
- Breakout Session 2 [Join](#)
 - Brandon (not joined)
 - Kim

[Stop All Sessions](#)

Message attendees see

Breakout Rooms

The host is inviting you to join Breakout Room:
Breakout Room 1

[Join](#) [Later](#)

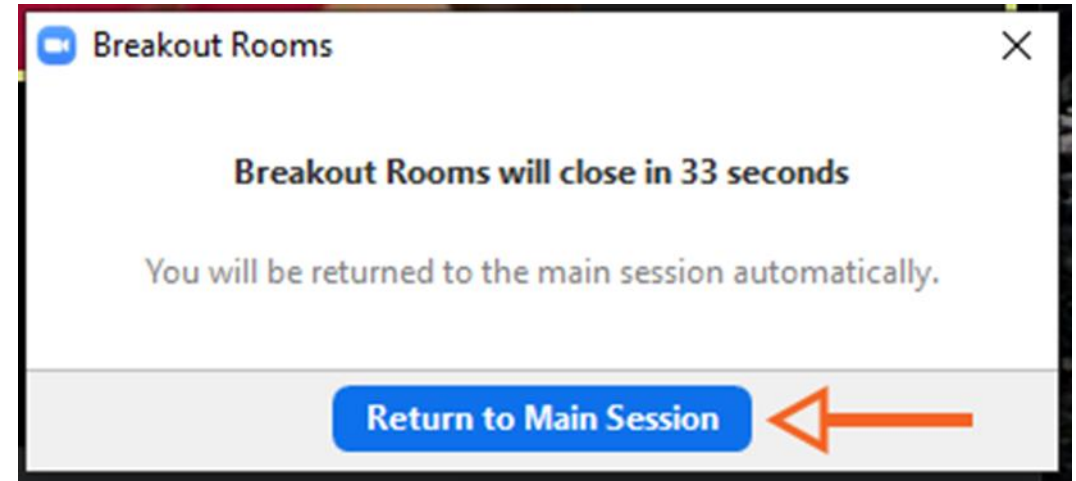
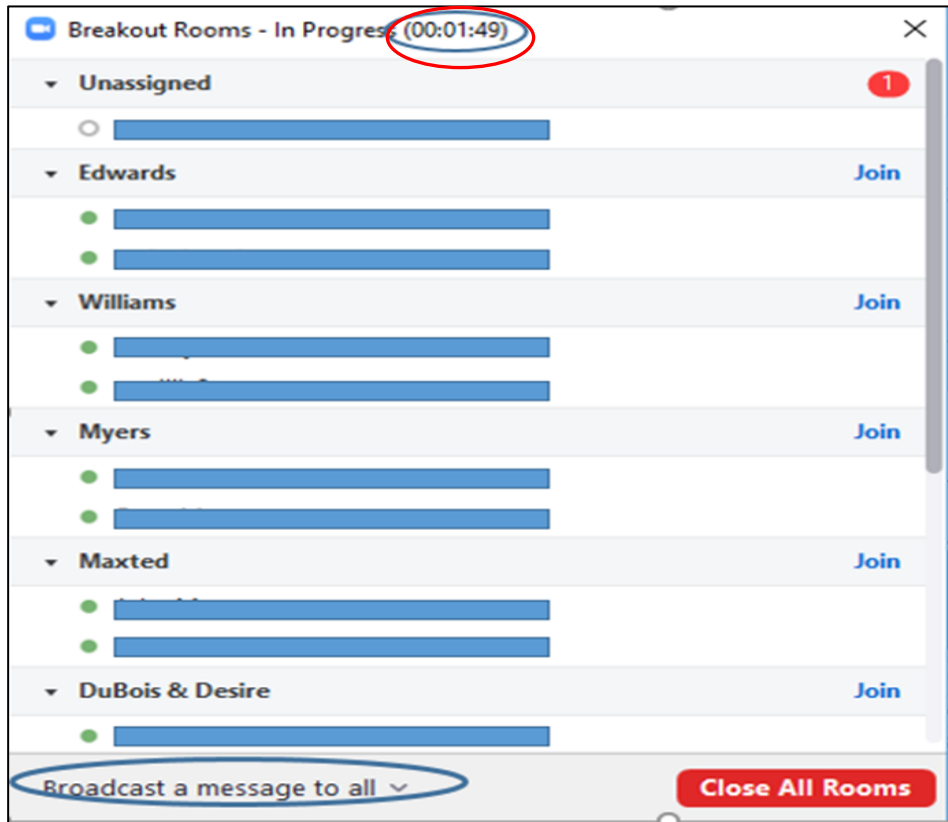
Joining Breakout Rooms...

Breakout Room 1

It may take a few moments.

BROADCAST A MESSAGE TO ALL 5 MINUTE WARNING

FINAL MESSAGE TO ATTENDEES AND COUNTDOWN TIMER



Back in the Main Session



5 minute break

Interviewers complete evaluations

- Mute and stop video

Candidates take a break

Coordinator sets up next interview session

Possible Problems and Resolutions

Interviewer or candidate loses connection

Interviewer calls candidate

Attendees in break out rooms can “Ask for Help”

Host can join break out room

TIPS

- Do what's best for you.
- Practice
- Be organized
- DON'T SWEAT IT!!
- Ask for help
- Zoom Tutorial:
 - <https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

Thank you and GOOD LUCK!!!

Questions??



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