

PATHWAY TO CRIP

NEWSLETTER SPOTLIGHT

More information about the CRIP hotel, setting up interviews, filling out forms, etc, can be found on www.casprcrip.org, click on the Especially For Residency Director button, then on the CRIP Hotel Information link.

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Hotel Reservations

All interview room and accommodation reservations MUST be made by CRIP staff. Forms will be available on your CASPRweb.org account 11/16. We have reserved a large block of rooms and have arrangements with the hotel to pre-assign room numbers so that we can print schedules ahead of time. All of the reservations must be made through CRIP staff so that we properly designate interview space and take good care of your faculty.

Setting Up Interviews

There are a number of options to consider when setting up your CRIP interviews, understanding that the setup greatly depends on the number of interviews granted and students will still apply through November 9th with the possibility of a few additional applicants through December.

- **Format** – will you have one interview room with one applicant at a time? Multiple interview rooms with multiple applicants? Will the applicants change rooms? Will there be more than one “station” within a room where students meet with different interviewers, read x-rays or demonstrate suturing?
- **Times** – When will you conduct your interviews? How long will they be (minimum is 20 minutes)? Do you need time between students to discuss/prepare for the next interview? If so, be sure to add this to the total time. Also take into consideration time for students to change rooms, if necessary.
- **Rooms** – There are two basic types of interview rooms – the parlor portion of the hotel suite or a meeting room. The cost of a meeting room is in addition to any sleeping rooms that are used. The suite parlor has a 3' x5' moveable work table with three chairs (and can accommodate a fourth easily), as well as a sofa and arm-chair. There are a few larger suites available for larger interviewing committees which will be assigned by CRIP staff according to need. Meeting rooms can be set to the program's requirements and will be assigned by CRIP staff depending on the size of the interviewing committee.



PARLOR OF A SUITE

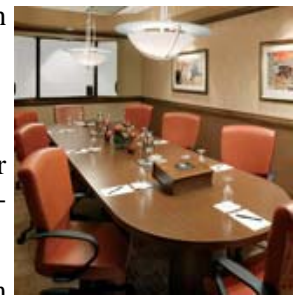
- **Additional Activities** – Some programs hold callbacks, or a second round of interviews. Some will hold an event for their applicants, either inviting all of their applicants (a social) or selecting a short-list after the initial interviews are over (a group callback). Be sure to indicate on your form whether a social event will include all interviewees or be limited to callback candidates.

CRIP Forms

Applicant files will be available on November 16 on your CASPRweb account. The CRIP tab will also be activated for you to complete. The deadline to complete the CRIP forms is December 1. Applicants begin scheduling their CRIP interviews on December 7.

There are three items that need to be completed listed on the CRIP tab:

1. **Interview Scheduling Questionnaire**—Programs enter details on how they will conduct their interviews. A scheduling grid is generated for your review upon completion of the questionnaire.
2. **Interview Room and Accommodations form**—Programs enter details on their interview room and any sleeping rooms they need to reserve. CRIP Staff will submit this information to the hotel and provide you with confirmation.
3. **Interviews Granted**—After reviewing the applications, programs grant or deny interviews. Only applicants who have been granted interviews will be allowed to schedule an interview.



MEETING ROOM AT THE EMBASSY SUITES HOTEL