

CCPPP 2-step Interview Notification Process – Frequently Asked Questions

For several years CCPPP programs in the APPIC match have been recommending all internship/residency programs use universal interview notification day – the first Friday in December. This was quite successful, and in 2017 the CCPPP piloted a new two-step process for internship interview notifications: a Universal Notification Day as in the past – the first Friday in December, but adding Universal Response Day on the following business day (i.e., Monday). The intent was to streamline the notification and interviewing scheduling process while also decreasing anxiety and stress (both for applicants and programs).

This 2-step process will continue in 2018, with CCPPP members being asked to use the following dates:

Friday, December 7, 2018 - Universal NOTIFICATION Date. All applicants applying to Canadian Internship/Residency Sites will be informed of their interview status on this day but no interviews will be booked until the following Monday.

Monday, December 10, 2018 - Universal RESPONSE/BOOKING date. This is the date applicants can begin contacting sites who have offered them interviews. Specifically, that means student can start booking their interviews with their internship sites at 11:00 am EST on Monday, December 10, 2018.

To try and further help with this process, below are some Frequently Asked Questions that we hope will be of use to students and programs:

What if a site contacts me early? Should I respond? Will I get in trouble?

- Go ahead and respond. You will not get in trouble. We strongly encourage all sites to honour the dates and times but in the end this is voluntary by all internship/residency sites. Applicants are not in control of what programs may do (although we hope with time this will be a non-issue as we all get up to speed on the new suggested process)

What if the spot I want at a site is already booked when I contact them?

- It is important to have back-ups and plan to be flexible. Try to find an alternate option by contacting the site per their directions. Some sites may be more able to accommodate changes or different schedules than others, though.

When should I be expecting to hear from a site? If I haven't heard from a site by noon on Friday (or some specific time), should I contact them?

- DO NOT PANIC
- There is no specific time all sites will contact applicants, and you may receive information anytime on the notification Friday. Some programs may contact applicants early in the morning, and some do not do so until late in the day.
- Be sure to check your spam folder / quarantine folder in your email program. It is not unusual for a site's email notifications to be mistakenly classified as "junk" or "spam" – particularly as they may be going to a large number of recipients.
- Check the site's brochure or online information to see if they have specific information about when they might contact applicants.
- As a general guideline, you may wish to contact a site if you have not received any information by 3:00 pm EST (if there is not information instructing otherwise)

Should I be booking my travel on the weekend between the notification and response/booking days, or wait until I hear back from the sites I am interviewing?

- DEFINITELY WAIT. You don't know if your preferred times/dates will be available so best to plan your travel but it is recommended you **do not** book or pay for anything until your dates are confirmed.

I'm really concerned because based on the available dates there is only ONE time that can possibly work for me at <particular site>. Can I contact them before 11:00 am on the Monday to explain and try to get that spot?

- Please do not. According to the voluntary agreement, internship/residency sites will not look at/consider contacts or requests for certain dates until after 11:00 am EST on Monday, so your attempts to contact them have a high chance of not being responded to (or at least not considered in the sequence of requests until perhaps at the very end). Staff at the sites really want to interview you, too! They will often try to find something that works for you and them (note: not all sites will necessarily have much flexibility, but there are good people there who will do what they can).

No really – I don't think you understand. I HAVE to speak with someone and book a date before the 11:00 am deadline. Surely they can do that for me, right?

- Probably not. We are trying to make this as fair for everyone, and there is a chance that at least some other people will feel the same way. This is the most egalitarian method we can use to try and accommodate the needs of as many people as possible

I heard that last year some sites did not follow this two-step process or did not adhere to the recommended dates. Is there a way to require all programs to follow this?

- This process is strictly voluntary, but the CCPPP member programs have reported this seems to be very helpful for applicants and often the programs too. At the CCPPP Annual General Meeting in 2017 and 2018 programs voted overwhelmingly in favour of following this new process, so we expect most – if not all – to follow it and timelines as they have been laid out.

If a program does not follow this process, should students be reporting them to CCPPP? To CPA?

- Thank you, but no. CPA has no involvement in this process and as stated above this is strictly voluntary and intended to try and maximize the ease of planning for students. CCPPP would not be policing or reprimanding any program that does not follow it. We cannot promise there won't be occasional "harrumphing" by some programs, but even that is unlikely. We all want the best situations possible, and arranging interviews is in all our mutual best interests.

I have a question that is not listed here (or I need more information for one of them that is). Who can I contact if I have other questions?

- Please write the CCPPP Student Representative at ccpppstudentmember@gmail.com . She will be able to get back to you with the information you need, or pass the question on to the CCPPP Executive to get it (and maintaining the anonymity of the inquirer).