



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 70.03, **Student Interviews**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to outline and describe the processes for Interview Day at the TTUHSC SOM.

REVIEW: This SOM Policy and Procedure shall be reviewed within each fiscal year by the Admissions Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy outlines activities managed by the SOM Admissions Interview Subcommittee and the SOM Office of Admissions.
2. **Interview Day Schedule.**
 - a. All interviews are hosted in a virtual format.
 - b. An informational session is presented for all applicants during which details about TTUHSC SOM are shared and questions are answered.
 - c. Each applicant will participate in at least two, twenty-minute interviews with members of the Interview Subcommittee. Students interviewing for dual degree programs or FMAT program will participate in up to two additional interviews, depending on the program.
 - d. Following interview day, an e-mail invitation to participate in an online evaluation of the day's events is sent to each applicant.
3. **Interview Results**
 - a. Each interviewer submits interview scoring rubrics and narrative comments to support scoring choices. In addition, each interviewer will make a categorical recommendation in one of the following categories:
 - 1) Top 10%
 - 2) Top Third
 - 3) Middle Third
 - 4) Bottom Third
 - b. Interview results are considered by the Admissions Committee when making decisions regarding official recommendations for acceptance.