

Interviewer Application Help Guide

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2018-2019 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 an interviewer, please click this link: <https://www.oas.med.ubc.ca/security/login.aspx> then click “**Forgot Password**”

A screenshot of a web application's login page. At the top, there is a grey navigation bar with three links: "LOG IN", "FORGOT PASSWORD", and "NEW APPLICANT". The "FORGOT PASSWORD" link is highlighted with a red rectangular box. Below the navigation bar is a white login form. The form contains two input fields: "Login Name" and "Password". Below the "Password" field is a "Log In" button.

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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.

LOG IN FORGOT PASSWORD NEW APPLICANT

Forgot Your Password?

Enter your Email to receive your password.

Email:





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d. 20111014

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 2017-2018 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”**

Create Account

Login / Email Address

First Name

Last Name

Password

- Must be at least 6 characters
- Must contain at least one lower case letter, one upper case letter, one digit and one special character
- Valid special characters are - !@#\$\$%^&+-=

Password must be at least 6 characters and contain one lower case letter, one upper case letter, one digit and one special character (!@#\$\$%^&+-=)

Confirm Password

| [Back to Login](#)



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



Create Account

Account has been created. Please check your email to activate your account.



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Check your email. 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.

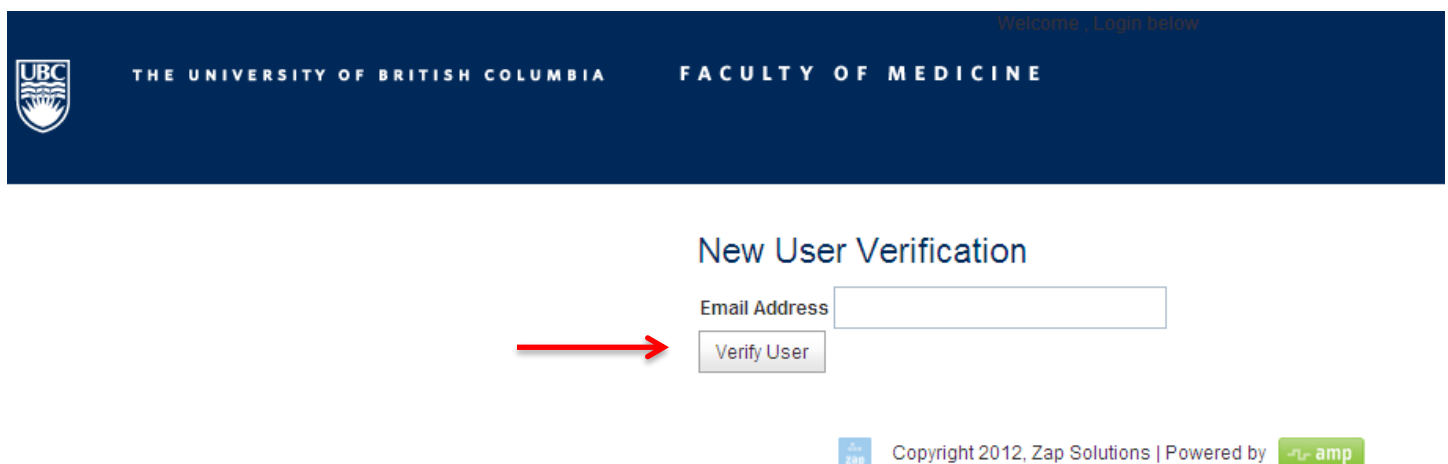
Click the link below.



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"



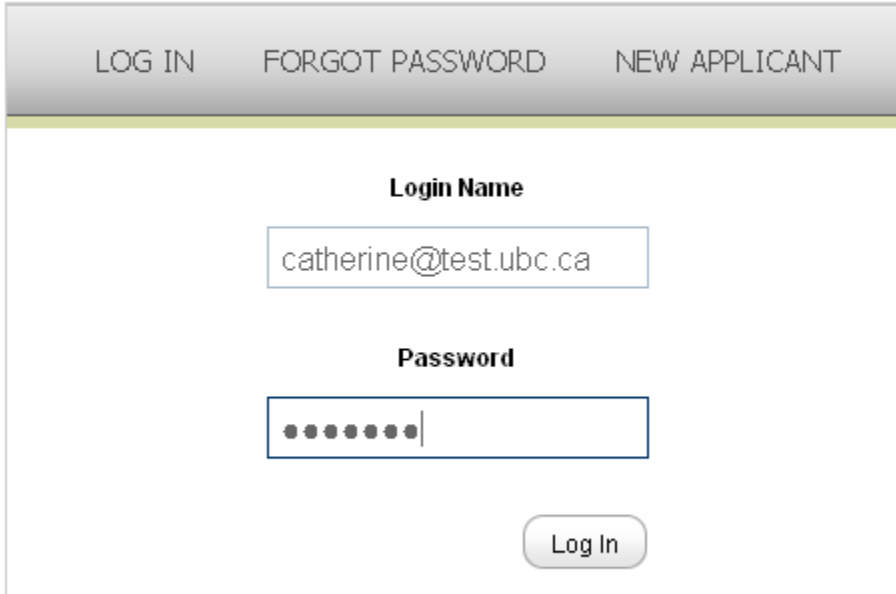
Click "login"

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

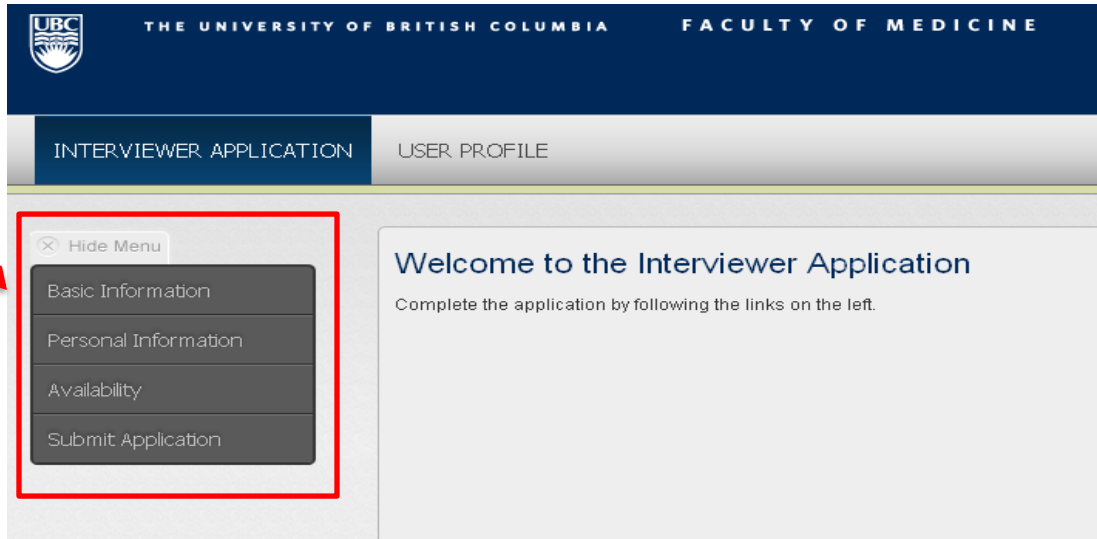
Password

••••••••

Log In

Completing the Application

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



UBC THE UNIVERSITY OF BRITISH COLUMBIA FACULTY OF MEDICINE

INTERVIEWER APPLICATION USER PROFILE

Hide Menu

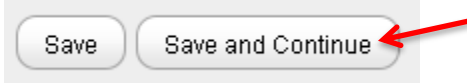
- Basic Information
- Personal Information
- Availability
- Submit Application

Welcome to the Interviewer Application

Complete the application by following the links on the left.

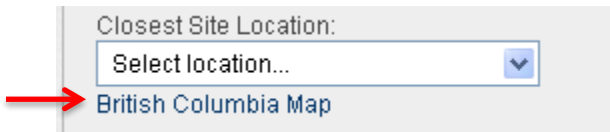
1. Read and complete all required information starting with **“Basic Information”**
2. Click **“save and continue”** to move to the next page.
3. If you would like to save and come back later, click **“save.”**
 - a. You will not be able to **“save”** or **“save and continue”** if you do not complete 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.

- 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.
- 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

- Acknowledgement statements:** Read and check the boxes
 - Conflict of interest: You cannot be an interviewer if you know that you yourself, or a family member, personal friend or close acquaintance is applying for medical school this year or in the near future.
 - BC residency: You must currently live in BC and have lived here for the last 2 years to be an interviewer.
- 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 and will need hotel accommodations during the interviews, please choose “Island Medical Program.” For students, please choose your program site.



- Years served as a Multiple Mini Interviewer:** Please indicate the years you have been an interviewer.
 - If you have not been an interviewer for a while or have never been an interviewer, leave this section blank.
- 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.
 - If you have not applied to be an interviewer, leave this section blank.
- English Fluency:** Choose one of the options
- Dietary restrictions:** Choose one of the options. If you do have a dietary restriction, please indicate what it is so that we are able to accommodate you, should you be selected as an interviewer.
- UBC Employee:** Choose one of the options. If you are a UBC employee, please enter your employee number.
- 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.**
 - Faculty:** Academic faculty who work in a university or college setting. University/college staff are considered Community Members, not Faculty.
 - Clinician (Medical Doctor):** A medical doctor specializing in the treatment of patients. Other health care professionals, please choose Community Member.
 - 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 his or her 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.

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 currently or considering applying.

I currently live in BC and have been living in BC for the past 24 months.

I understand that the Application deadline is October 31, 2018 at 11:59 PM

Closest Site Location:

Select location... ▼

[British Columbia Map](#)

Years Served as Multiple Mini Interviewer:

2018 2017 2016 2015

Years Applied as Interviewer:

2017 2016 2015 2014

Are you fluent in English?

No
 Yes

Do you have any dietary restrictions?

No
 Yes

Are you a UBC employee?

No
 Yes

UBC employee number:

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 is asked so that we can ensure that our interview pool reflects the wide range of populations living in British Columbia.
2. **Relationship/scheduled with another interviewer:** As a courtesy to our interviewers we try to ensure that partners and spouses have the same interview schedule so that they can make arrangements to travel together. (Unless specifically indicated that they would not like to interview together). We also try to accommodate friends and colleagues who would like to interview at the same time.

Personal Information

Street Address:

City:

Postal Code:

Home Phone Number:

Work Phone Number:

Cell Phone Number:

Age:

Gender:
 Male
 Female

Do you have Accessibility Issues or concerns?
 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

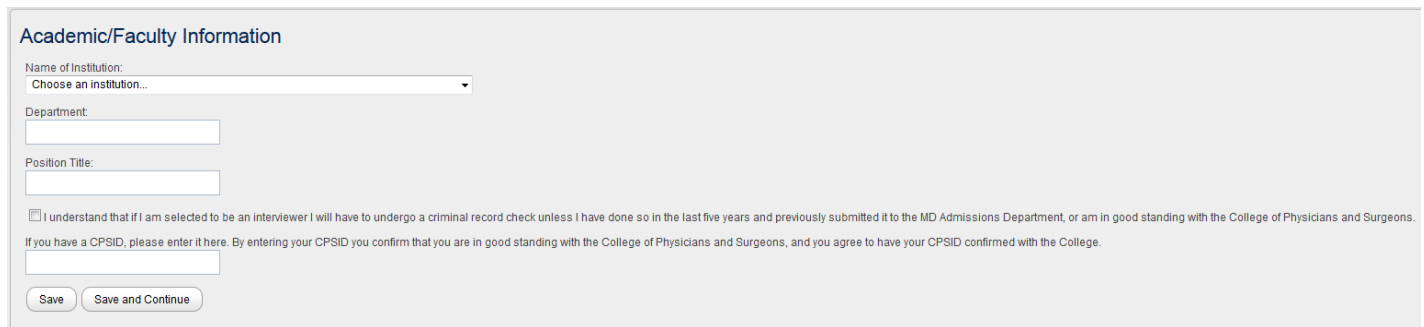
Do you have any additional information or comments?

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).

*****Please note that all faculty members invited to interview who have not submitted a criminal record check within the last 5 years (2014+) will need to submit a new one this year. This requirement is waived for clinical faculty in good standing with the College of Physicians and Surgeons, and other healthcare professionals in good standing with their professional regulating organizations (conditional on approval by Admissions Office)*****

If you are clinical faculty in good standing with the College of Physicians and Surgeons please provide your CPSID. If you choose not to enter your CPSID, you will need to submit a criminal record check instead.

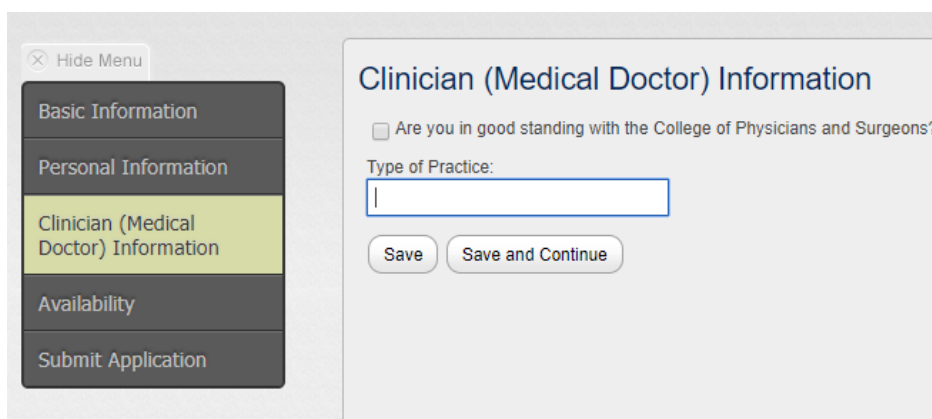


The screenshot shows a form titled "Academic/Faculty Information". It includes a dropdown menu for "Name of Institution" with the text "Choose an institution...". Below this are text input fields for "Department" and "Position Title". A checkbox is present with the text: "I understand that if I am selected to be an interviewer I will have to undergo a criminal record check unless I have done so in the last five years and previously submitted it to the MD Admissions Department, or am in good standing with the College of Physicians and Surgeons. If you have a CPSID, please enter it here. By entering your CPSID you confirm that you are in good standing with the College of Physicians and Surgeons, and you agree to have your CPSID confirmed with the College." Below this text is another text input field. At the bottom of the form are two buttons: "Save" and "Save and Continue".

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 you do not need to provide a criminal record check. If you are not in good standing, please return to the “Basic Information” page and choose either “Faculty” or “Community Member” as your affiliation.



The screenshot shows a form titled "Clinician (Medical Doctor) Information". On the left side, there is a vertical navigation menu with a "Hide Menu" button at the top. The menu items are: "Basic Information", "Personal Information", "Clinician (Medical Doctor) Information" (which is highlighted in green), "Availability", and "Submit Application". The main form area contains a checkbox with the text "Are you in good standing with the College of Physicians and Surgeons?". Below this is a text input field labeled "Type of Practice:". At the bottom of the form are two buttons: "Save" and "Save and Continue".

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.

*****Please note that all community members invited to interview who have not submitted a criminal record check within the last 5 years (2014+) will need to submit a new one this year unless you are a healthcare professional in good standing with your profession's regulatory college (conditional on approval by Admissions Office)*****

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.
- I understand that if I am selected to be an interviewer I will have to undergo a criminal record check unless I have done so in the last five years and previously submitted it to the MD Admissions Office.

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 during the first two weeks in February 2019. We want to try and reimburse you for the actual expenses you will incur to get to the interviews, not simply base it off of your home address or site location. 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 and write a note in the "additional information section" on the "Personal Information" page.

Hide Menu

- Basic Information
- Personal Information
- Med Student Information**
- Availability
- Submit Application

Medical Student Information

UBC Student #:

Year:
Select... ▼

Site:
Choose Site... ▼

At the time of the interviews I will be on rotation in:
Select location... ▼

Save Save and Continue

Availability

1. Vancouver region interviewers must select at least one day to interview.
2. Out of town interviewers (Interior, Island or Northern interviewers- including students on rural rotations) must select at least one weekend to interview.

- a. Due to travel expenses and arrangements (which are covered by UBC MD Undergraduate Admissions), out of town interviewers will need to interview two whole days on one weekend. No exceptions.

Availability Information

Please indicate your availability to interview. Interviewers.

- 1. Saturday, February 02, 2019
- 2. Sunday, February 03, 2019
- 3. Saturday, February 09, 2019
- 4. Sunday, February 10, 2019

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
- ✓ Faculty Information
- ✓ Availability
- ✓ Submit Application

Application Submit

- I understand that in committing to be an interviewer I am committing to fulfilling the assigned interview shift and attending a mandatory Friday training session held the Friday before the interviews, 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.

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
- ✓ Faculty Information
- ✓ Availability
- ~~Submit Application~~

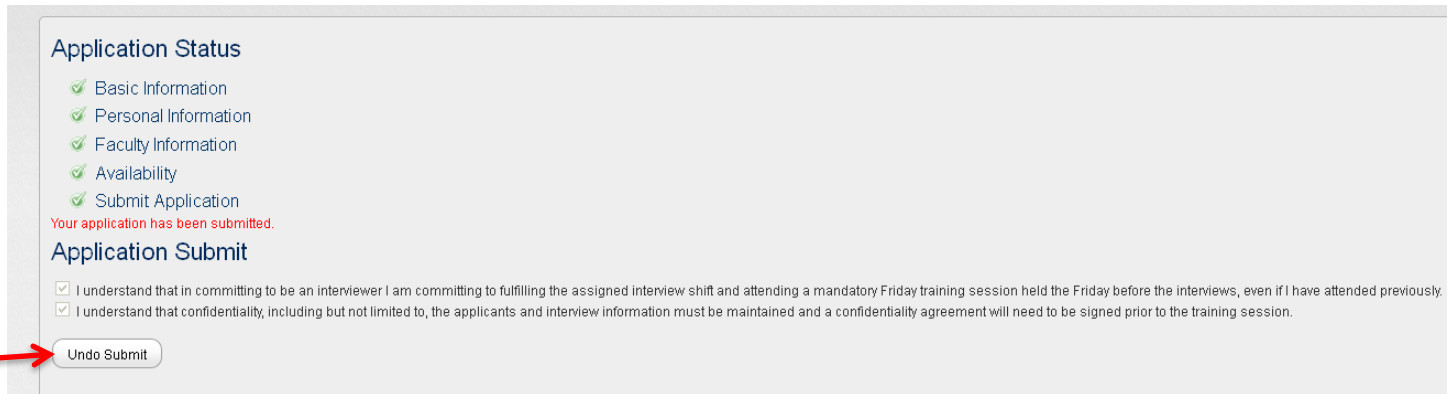
Your application has been submitted.

Application Submit

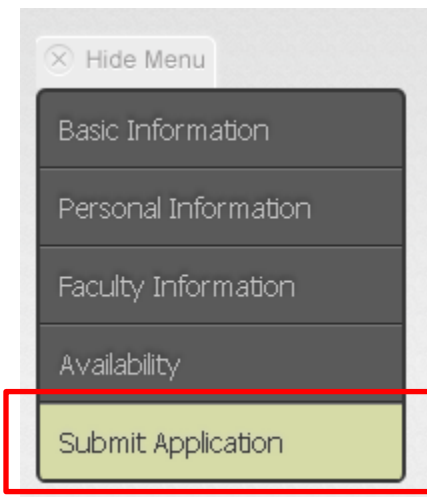
- I understand that in committing to be an interviewer I am committing to fulfilling the assigned interview shift and attending a mandatory Friday training session held the Friday before the interviews, even if I have attended previously.
- I understand that confidentiality, including but not limited to, the applicants and interview information must be maintained and a confidentiality agreement will need to be signed prior to the training session.

Undoing the Submission of Your Application

During the interviewer application period (Oct 4th - 31st) you can change your application at any time. To do this:



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

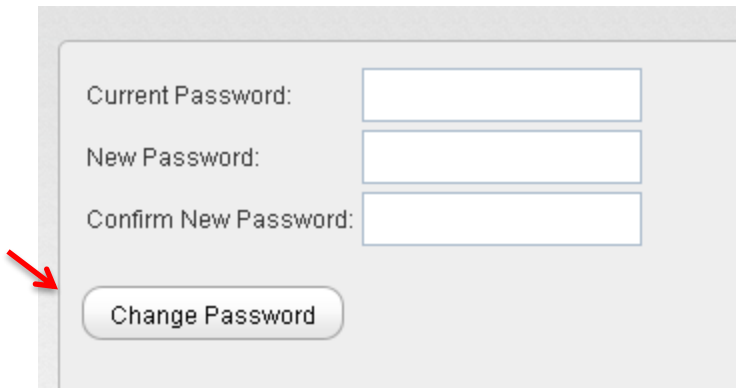
All volunteers will be notified via email in early December about whether or not we were able to assign them an interviewing shift this year. Please note that not all interested interviewers will be included as the interviewing pool must comprise a wide variety of individuals. If you are not selected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

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.** They are shredded after the interviews are over. This being said, **we strongly encourage you to use a password that is not connected with banking information or other personal accounts.** You may change your password at any time.



Current Password:



New Password:

Confirm New Password:

A red arrow points to the left side of the 'Change Password' button.

Applying with a Partner

If you wish to interview with your spouse or partner both of you will need to submit an interviewer application. This will require that each of you have an email address that is unique. If you need to create a second email address there are many free providers including:

- Gmail (Google) 
- Hotmail (MSN) 
- Yahoo Mail 