



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 odd-numbered fiscal year by the Admissions Selection 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 Committee 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 Admissions Interview Committee. 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 days 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 Selection Committee when making decisions regarding official recommendations for acceptance.