



### Zoom & PeopleSoft Prep:

- Download the [Zoom app](#) on your device
- Please set your [Zoom name, picture](#), and [background](#) to your liking
- Test your [PeopleSoft login](#) using your UMMS network user and password

### Virtual Interview Prep:

- Familiarize yourself with the [sample MD/PhD Evaluation Form](#)

**NOTE:** The form linked above is for review purposes only. Scores will be entered directly into PeopleSoft immediately following your interview – directions below.

- Review your applicants Research Essay and Research/Lab Experiences
  - Log into [PeopleSoft](#)
  - Enter the 'Interview Information' tile



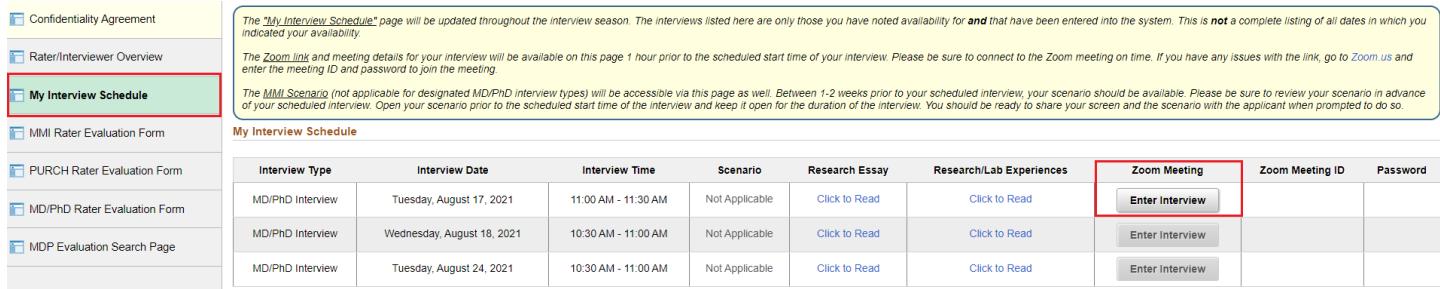
- Select 'My Interview Schedule' from the left menu panel and select desired research attachment to review

<a href="#">Confidentiality Agreement</a>	<p>The "My Interview Schedule" page will be updated throughout the interview season. The interviews listed here are only those you have noted availability for and that have been entered into the system. This is <b>not</b> a complete listing of all dates in which you indicated your availability.</p> <p>The Zoom link and meeting details for your interview will be available on this page 1 hour prior to the scheduled start time of your interview. Please be sure to connect to the Zoom meeting on time. If you have any issues with the link, go to <a href="#">Zoom us</a> and enter the meeting ID and password to join the meeting.</p> <p>The MMI Scenario (not applicable for designated MD/PhD interview types) will be accessible via this page as well. Between 1-2 weeks prior to your scheduled interview, your scenario should be available. Please be sure to review your scenario in advance of your scheduled interview. Open your scenario prior to the scheduled start time of the interview and keep it open for the duration of the interview. You should be ready to share your screen and the scenario with the applicant when prompted to do so.</p>																																										
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<a href="#">MDP Evaluation Search Page</a>																																											

## **Enter the Interview:**

Please be punctual. The interviews are scheduled consecutively, and any delay will disrupt the sessions flow.

- Log into [PeopleSoft](#)
- Enter the 'Interview Information' tile
- Select 'My Interview Schedule' from the left menu panel and 'Enter Interview'



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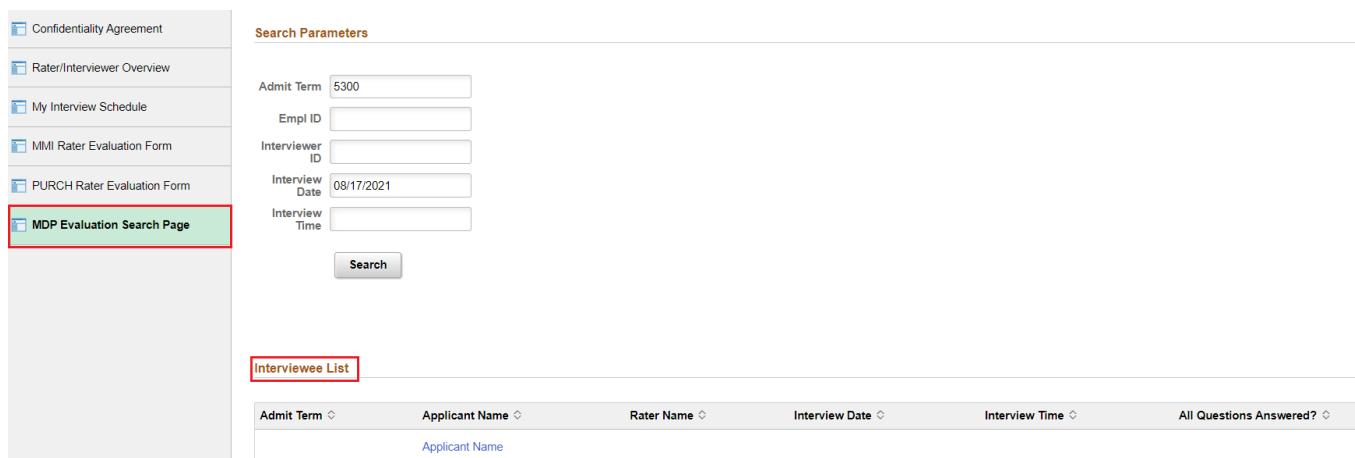
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**NOTE:** Zoom links are available no sooner than 1 hour ahead of your scheduled interview.

## **Enter Evaluation Ratings:**

The MD/PhD Evaluation Form will only be available 1-hour post interview, so completing this step immediately after your interview session is necessary.

- Log into [PeopleSoft](#)
- Enter the 'Interview Information' tile
- Navigate to the 'MD/PhD Evaluation Search Page' on the left menu panel
- Select associated applicant from your 'Interviewee List'



Search Parameters

Admit Term	5300
Empl ID	
Interviewer ID	
Interview Date	08/17/2021
Interview Time	

**Interviewee List**

Admit Term	Applicant Name	Rater Name	Interview Date	Interview Time	All Questions Answered?
	Applicant Name				

- Complete the evaluation and save
  - If there is an area/item you cannot evaluate please note in additional comments section