

## CaRMS Interviews - Guidelines for Expenses

The Canadian Resident Matching Service (CaRMS) is a national, independent, not-for-profit organization that provides a fair, objective and transparent application and matching service for medical training throughout Canada. Each residency program in the Faculty of Medicine (FoM) is fully responsible for conducting CaRMS applicant interviews and for deciding what applicants are interviewed and the interview schedule.

Expenses associated with hosting CaRMS applicant interviews are funded through the discipline funds. Accordingly, it is important the FoM provide all applicants with a consistent experience during the interview process and during any additional activities planned for applicants. It is also essential that strict economy is exercised by all disciplines when CaRMS applicant interview expenses are incurred.

The purpose of this document is to outline the maximum amount of funding that can be allotted for expenses related to the CaRMS applicant interviews.

### Expenses

The majority of expenses incurred by hosting applicant interviews are related to catering – providing applicants with refreshments throughout the interview day(s) which may include a social event.

Applicant interview expenses **must** be preapproved by the FoM Finance office before any expenses are incurred. Programs are responsible for abiding by all appropriate Memorial University of Newfoundland and FoM policies and procedures including but not limited to:

- [FoM Catering-Hosting Policy](#)
- [Catering-Hosting Pre-approval Form](#)
- [Hosting Policy](#)

The maximum amount to be reimbursed per residency program:

- ≤ 50 total applicants being interviewed: \$500
- 51 - 99 total applicants being interviewed: \$1000
- 100 - 200 total applicants being interviewed: \$2000
- >200 total applicants being interviewed: Speak with Chief Operating Officer

### **General Information**

- Funding is generally not required for 2<sup>nd</sup> iteration applicant interviews. Funding requests need to be brought to the Chief Operating Officer for review and approval.
- Funding is not permitted for alcoholic beverages
- The number of days chosen to host applicant interviews will not impact the maximum amount allocated
- If programs wish to have faculty from outside of St. John's involved in the applicant interview process, skype and other virtual means of communication are strongly encouraged.