

CRIP

Guidelines, Policies, Forms, and Useful Information

Completing CRIP Forms

There are two forms programs must complete on the CRIP page of their [casprweb](#) account:

1. Interview Scheduling Questionnaire – programs provide information about interview days and times, lunch breaks, number of interviewers, number of students to be interviewed, length of interviews, room set-up, and planned special events.

NOTE: This questionnaire must be completed **BEFORE** completing the CRIP Interview Space and Sleeping Accommodations form.

2. CRIP Interview Room Space and Sleeping Accommodations – programs provide information on the type of room to be used for interviews and any required sleeping rooms at the event hotel.

1. Interview Scheduling Questionnaire

Interviews may not begin before 8 am and must end at 7 pm latest

❖ Initial Interview Times:

- First, select the days the program will interview by checking the box to the left of the dates for the program's CRIP section. For each day selected, enter the "Start" time for the first interview of the day and the "End" time of the last interview of the day. The format is HH:MM am/pm.
 - Provide only enough interview time needed for the number of interviews the program has granted. Be sure to include any daily lunch breaks and discussion times to avoid gaps between your interviews that AACPM staff **will not** be able to adjust.
 - If your program would like AACPM staff to start interviews earlier on any interview days or extend interviews later to accommodate additional applicants or applicants with conflicts for all available time slots; enter earliest start time acceptable in the "CRIP Staff can schedule interviews as early as:" field and/or the latest end time for interviews on a day in the "Extended to" field. Remember, the earliest start is 7 am and all interviews must end by 7 pm. With exception to programs interviewing on Saturday, as their interviews will need to be completed by 1pm.
 - NOTE: Late check out time is 1 pm. **Interviews need to be done by 1pm on the day you check out in order to use late check out**, otherwise, you may need to add another night. You must indicate late check out on the Accommodations form.
- Second, check "Yes" if the applicants will be switching rooms/stations and enter the time that the applicants spend at each room/station. Room/station switches are to be coordinated by the program.
 - Check "Yes" to question (b) if your program uses **staggered** starts. For example, an applicant starts in room #1 for the first part of the interview and then moves to room #2 for the second part of their interview as another applicant starts in room #1.
 - Check "No" to question (a) if your program does not use staggered starts. Check "No" to question (b) if the entire interview takes place in one room/station.

❖ Name Badges:

- Check “No” if you do not want name badges for your interview team.
- Check “Yes” if you want name badges. **We use the information in the “Interview Space and Sleeping Accommodations” form to create name badges** for interview team members staying at Embassy Suites.
 - If any members of your interview team are not staying at the Embassy Suites, enter the first name, last name, and degree (if applicable) of those members in Section IV “Interviewing team members not staying at the Embassy Suites” of the form to have badges created for them.

❖ Additional Activities:

- Select “No” if your program is not hosting any social events while at CRIP.
- Select “Yes” if your program plans to hold a social event, such as a slide show, cocktail party, dinner, etc. for your interviewees. *Be aware that your invited applicants may be requested to attend other interviews/social events hosted by other programs that are scheduled during the same time as your event*
 - Enter the day the social event takes place. Provide a brief description of the event. Enter the number of people expected to attend, including program faculty. **We use this information to schedule an appropriately sized room.** Indicate if the event is a callback social. **If only selected students are invited to the event, and not the complete list of interviewees, enter your social event as a callback social.** Indicate if the event is being held at the event hotel (Embassy Suites) or off-site, such as going out to dinner. Select the start time for your event. Enter the anticipated duration of the event.
 - *****The hotel is the only entity licensed to serve alcohol and food during CRIP. If alcohol and food are served to groups by guests of the hotel, the hotel can lose its license. The hotel will be happy to work with you to provide an economical social*****

2. Interview Room Space and Sleeping Accommodations Form

***Any changes to accommodations that need to be made after the CRIP Forms deadline, must be made by AACPM CRIP Staff. Send an email with your needed changes to casprweb@aacpm.org* We cannot guarantee that changes made directly with the hotel will be managed properly. If in doubt, ask us.**

❖ Program Credit Card for Room Guarantee:

- A program or individual credit card must be provided to hold the room we reserve for you and your staff. **Rooms are charged at checkout from the hotel, not before.** If you’d prefer, after arrival at the hotel, arrangements can be made with the hotel to pay for your room in an alternate manner.
 - **If you are a VA program that is participating in the reimbursement program**, you must still provide a credit card to cover any incidentals charged to your room.

❖ Initial Interview Room Type:

- Interviews can take place in a suite or in a meeting room. Meeting rooms are not adjacent to the suites and are charged an additional fee separate from the cost of the suite. Indicate if your applicant interviews are to be held in a “Suite” or “Meeting Room.”

- Suite: If the “Suite” button is selected, details on arrival and departure and the number of suites needed are filled out at the end of the form. Check off “used for interview” for any suites to be used for interview purposes. Enter specific requests for a particular meeting room, size or setup in the “Notes” field.
- Meeting Room: If the “Meeting Room” button is selected, you must enter the number of meeting rooms you require. The meeting room fee is assessed for each day of use.
 - NOTE: Meeting rooms vary in size and AACPM CRIP staff assign meeting rooms based on the size of the interview team. We do NOT guarantee that we can honor requests for specific meeting rooms.

❖ Rooms Required for Social Events:

- Check the “Social Events Room” box **ONLY** if your program plans to hold a social event **AT THE EVENT HOTEL, Embassy Suites**. If you are hosting an off-site event, DO NOT check the “Social Events Room.”
- If checked, select the type of room you will need for your social event, suite or meeting room. If you need a meeting room for your social event, there is a fee for the room unless you are using the room for interviews during the day as well.

Food and beverage arrangements for social events at the event hotel, Embassy Suites, are made directly with the catering manager at the Embassy Suites. The hotel will do their best to work with your budget. **The hotel is the only entity licensed to serve alcohol and food during CRIP. If alcohol and food are served to groups by guests of the hotel, the hotel can lose its license. The hotel will be happy to work with you to provide an economical social**

❖ Sleeping Accommodations:

- Keep in mind; The Embassy Suites is an all-suites hotel. All rooms have a parlor separated from the bedroom by a door. A queen size sleeper sofa is in the parlor area. For a few suites, access to the bathroom is only via the bedroom **Earliest check-in is 3 pm**. If interviews are planned for the day of check-in, they must not begin before 3:20 pm. Non-interview rooms are assigned run of house and it is exceedingly difficult to assign multiple suites together so don't ask. **Do not check the “Used for Interview” box if the suite is not used in the actual interview process. We do check and verify this information.**
- The “No Sleeping Accommodations” box is checked by default. Leave the box checked if no members of your staff require sleeping rooms at the event hotel, Embassy Suites.
- If sleeping rooms at the event hotel, Embassy Suites, are required then uncheck the “No Sleeping Accommodations” box and click on “Add Room.”
 - **Occupants:** Enter the first name, last name and suffix (ex. DPM) for **ALL staff** occupying the suite. **DO NOT put “resident” or a number such as “3.” We require names to reserve the rooms.** The names of occupants can be changed, if necessary. The hotel charges a fee for more than two people in a room.
 - **Room Code:** Select from the dropdown the type of room requested, either king or double (two beds in bedroom).
 - **Used for Interview:** If the Suite is to be used for interviews, check this box. If more than one interview suite is selected, the interview suites will be adjacent.
 - **Extra Cot:** Check this box, if a cot is needed in the suite.
 - **Arrival and Departure Day:** Select the relevant dates from the drop-down box. If you will be arriving or departing on a day not listed, notify the CRIP office at casprweb@aacpm.org.
 - **Late Arrival:** If you will be arriving after 6pm, check this box so the hotel does not release your room as a no-show.
 - **Late Checkout:** Late checkout is for interview rooms ONLY. Late checkout for interview rooms is 2 pm. If checkout from an interview room is after 2 pm, a \$75 late checkout fee is charged.

- **Credit Card Information:** If this room will be paid with a different credit card than the one entered at the beginning of the form, provide that credit card information here.
- **Notes:** If you have any special needs, such as conference style (large square) for a meal or presentation, round tables or cocktail tables for a reception or cocktail party etc. enter them in this field.
- **Paying by Check:** Check this box if you wish to pay by check. The default payment is all charges to the provided credit card.

Hotel Information

AACPM CASPR staff makes all room reservations at the event hotel (Embassy Suites) for interview staff staying at the event hotel. Any faculty choosing to stay at hotel properties other than the [Embassy Suites](#) must make their own reservations.

❖ Hotel Policies:

➤ Check-In Time:

- The earliest available check-in is 3 pm local time.
 - If you plan to begin interviewing the day that you arrive at the hotel, the earliest time you will be able to start your interviews on that day is 3:20 pm, to ensure that the interview rooms are available for use. We recommend you confirm your length of stay at check-in.

➤ Checkout Time:

- Noon. The latest checkout for interview rooms is 1 pm.
 - **Late checkout can ONLY be requested for suites used as interview rooms.**

❖ Room Information:

- We have a large block of rooms reserved for program interviewing staff; however, meeting rooms are limited. Most programs use the suite both for sleeping and for conducting interviews. If the program room block becomes completely filled, there are contracted sleeping rooms for additional faculty at a nearby facility.
- A limited number of larger suites are available and can hold 8-10 people comfortably for interviews. Meeting staff assign these based on the number of interviewers and the type of events planned by programs using suites for interviews.

Please note the different types of available interviewing space:

- Suite:

- ◆ Room types available are King (KS) or Double (DD). All suites have queen sleeper sofa in parlor and a wet bar with a refrigerator, a coffee maker, and a microwave. The parlor is separated from the bedroom by a door.
- ◆ Comfortably holds 4-6 people.
- ◆ The room has a movable desk with three chairs and living room furniture. Additional banquet chairs available upon request.
- ◆ \$184/night
- ◆ \$10-\$15 additional fee if more than 2-3 people in the room.

- Meeting Room:

- ◆ Default Room set-up is a conference style with the number of chairs specified, unless another setup is requested. Staff will assign meeting rooms based on size of the interviewing committee.
- ◆ Comfortably holds 6-20 people.
- ◆ \$200 per day (*for programs using the Meeting Room for interviews*)

- ◆ \$100 per evening (*for programs using the Meeting Room for evening socials-not applicable if using meeting room for interviews during the day*)
- ◆ \$500 per evening (*For outside organizations using the Meeting Room for evening socials*)

❖ Food and Beverage Arrangements:

- The Hotel contact programs directly about catering for social events the first or second week of December. **Meeting staff do not arrange catering for suites, meeting rooms, or social events.**

❖ Transportation:

- From the Dallas Airports: The Embassy Suites hotel is 20 miles from either Love Field or Dallas Fort Worth Airport. **Embassy Suites does not provide transportation to or from the airport.**
- You have several options for transportation to and from the hotel:
 - Airport Shuttle Services: a shared shuttle service is an economical way to get from the airport the hotel but may take as much as two hours before arriving at the hotel.
 - Car Rental: You may rent a car at the airport. It may be possible to drop it off that same day, if you plan to stay for more than one day. Hertz is close enough to the hotel that its area shuttle will pick you up, if you call the hotel.
 - Taxi: Taxi service to the hotel is expensive, sharing a taxi would help cut down on cost.
 - Ride Share: Uber or Lyft provide service to/from the airport and hotel.

Interview Scheduling Policies/Requirements

❖ Late Policy:

- **Notify CRIP Staff if your interviews are running more than 20 minutes behind schedule!**
 - If your interviews are running more than 20 minutes late, notify meeting staff in the Registration Room immediately! If this happens, we suggest that you skip the next interview and send the applicant to the Registration Room to reschedule their interview with you. This keeps the impact confined to one student, rather than making every student you interview wait.

❖ Interview Format:

- It is important that the interviews stay on time throughout the day(s) a program is holding interviews. Consider the following options when setting up length of the interview:
 - Do you want to include an Academic Interview? If so, how long would you need?
 - Do you want to include a Social Interview? If so, for how long?
 - Do you need time to discuss the previous interviewee or prepare for the next one? Be sure to add that time on to the interview. For example, 20 min interviews with 5 min of discussion/preparation in between = 25 min interview slots.

❖ Socials:

*****If you will not be inviting all of your interviewed applicants to your social, but will make a short list based on the initial interview, the event should be listed as a callback social and not a social*****

- In addition to the interviews, some programs take the opportunity during CRIP to meet their interviewees in a social setting. Socials range from informal, a pizza lunch or a slide show, to more formal settings like a cocktail party or dinner. Socials can be held on the hotel property or can be off-site at a restaurant or other location. Applicants need to be informed of socials when they schedule interviews so that they can make appropriate travel arrangements and schedule other activities around the event. We must provide us with the information about the social when you complete your CRIP forms.
 - If you plan an off-site social, advise meeting staff of the location. Applicants often check the CRIP Registration Room for social information.
 - If you list your event as a social, all of your interviewees are considered welcome to attend.
 - **Programs doing callback socials are responsible for notifying the invited applicants**

❖ Interview Set- Up:

- Listed below are some examples of different interview setups
 - **One room, one interviewee at a time:** The most common interview setup. Interviews can run all day or start on the afternoon of arrival (3:20pm or later) and continue the following day.
 - **Multiple applicants at the same time:** Programs interview multiple applicants using multiple rooms or stations.
 - Multiple Rooms: Applicants either interview in one room or change rooms to allow them to meet with all members of the interviewing committee.
 - Multiple stations: Applicants move from station to station either within a large meeting room or in multiple suites. Multiple stations are used to assess the applicant in a number of different ways such as suturing, reading x-rays, a didactic interview and/or a social interview. Typically, applicants spend 10 or 15 min at each station.