



# Creating Your Interview Schedule on CASPRweb

AACPM Office of Graduate Services





# What we will cover

- ▶ Key Dates and Timelines
- ▶ How to input your residency interview schedule on CASPRweb
- ▶ Viewing your schedule
- ▶ How send an email to applicants
- ▶ How to leave a note for applicants
- ▶ How to get help





# Key Dates and Timelines

- December 3 – programs may begin entering interview schedules in CASPRweb. We recommend schedules be entered by December 13. Interview days and times may continue to be added through January 31, 2022.
- December 13, 8:30 PM Eastern – applicants begin self-scheduling interviews on CASPRweb.
- January 6 – February 4 – COTH members may interview any time during this period. January 6 – 26 are dates set exclusively for COTH members. Non-COTH members interview January 27 – February 4.
- January 27, 11 am Eastern – Ranking opens
- February 8, 3 pm Eastern – DEADLINE to submit rank order lists.



# CASPRweb Tabs for Interview Scheduling



Current Time: 11/10/2020 10:13:06 AM EST

Home Register Directory Page **My Applicants** CRISP **Edit Profile** Help Payment Due Ranking Match MP II **Reports** Sign Out

## Welcome to CASPRweb and the Centralized Application Service for Podiatric Residencies

(CASPR). CASPRweb is where you register your residency program for the current CASPR cycle, review your applications, schedule interviews and make interview and sleeping accommodations for CRIP (if you attend), rank your applicants, view your match results, and participate in Match Phase II (MP II), if your program has unfilled

Status



# CASPRweb My Applicants Tab

- This is where you find applications, grant interviews, and leave remarks and/or send emails to your applicants.

Filter by Interview Granted status: -- show all -- ▾

Select	Applicant ID	Applicant Name	Email	CPM	GPA	APMLE Part 1 Pass	APMLE Part 2 Pass	CSPE Pass	Remarks to Applicant	Interview Granted
<input type="checkbox"/>	107 <a href="#">full / basic</a>	Appl A	ApplA@.edu	T	97.29	Pass				<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Undecided
<input type="checkbox"/>	521 <a href="#">full / basic</a>	Appl B	ApplB@.edu	B	3.45	Pass				<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Undecided

Grant Interviews

Export All Applicants to Excel | Print/View Selected Applications | Email Selected Applicants



# CASPRweb CRISP Tab



Centralized Residency Interview Scheduling Program (CRISP)

Current Time: 11/24/2021 3:19:47

[Home](#) [Register](#) [Directory Page](#) [My Applicants](#) [CRISP](#) [Edit Profile](#) [Payment Due](#) [Ranking](#) [Match](#) [MP II](#) [Reports](#) [Help](#) [Sign Out](#)

## CRIP Interview Scheduling Questionnaire

[Interview Scheduling Questionnaire](#) - Complete questionnaire to submit interview dates and times.

[Preview Your Schedule](#) - To see Applicant's view of your interview schedule

[Print Scheduling Grid](#) - A printable listing of your interview slots.

[Export Schedule to Excel](#)





# Interview Scheduling Questionnaire

---

## I. Initial Interview Times

---

1. Check your choice(s) and complete:

(Number of interview slots = number of applicants to be interviewed)

Time Zone Central Standard Time 

Do you want to do callbacks?



# Interview Scheduling Questionnaire

Start	End	Lunch Start	Lunch End	Interview Duration	Interview Type	Number of applicants per slot	Number of scheduled interviews
-------	-----	-------------	-----------	--------------------	----------------	-------------------------------	--------------------------------

Format-00:00  
AM/PM

Format-00:00  
AM/PM

Format-00:00  
AM/PM

Format-00:00  
AM/PM

Duration  
in minutes

Interview Type

Number of applicants per slot

Number of scheduled interviews

Thursday, January 07

Friday, January 08

Saturday, January 09

Sunday, January 10

Monday, January 11



# Interview Scheduling Questionnaire

Sunday, February 21

Monday, February 22

Although we appreciate your willingness to be flexible, please indicate time needed only to cover the number of interview slots. Extra time slots will result in gaps between your interviews that CRIP staff will not be able to adjust.

Back

Save

American Association of Colleges of Podiatric Medicine (AACPM)

15850 Crabbs Branch Way, Suite 320 | Rockville, MD 20855 | 301-948-9764 | [CASPRweb@aacpm.org](mailto:CASPRweb@aacpm.org)

[Privacy Policy](#) | [Terms of Use](#)

Copyright © 2008 AACPM. All rights reserved.





# Canceling and Adding Interview Times

1. Check your choice(s) and complete:

(Number of interview slots = number of applicants to be interviewed)

Time Zone

Do you want to do callbacks?

	Start <i>Format-00:00 AM/PM</i>	End <i>Format-00:00 AM/PM</i>	Lunch Start <i>Format-00:00 AM/PM</i>	Lunch End <i>Format-00:00 AM/PM</i>	Interview Duration <i>in minutes</i>	Interview Type	Number of applicants per slot	Number of scheduled interviews
<input type="checkbox"/> Thursday, January 07	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="Initial Interview"/>	<input type="text" value="1"/>	
<input checked="" type="checkbox"/> Friday, January 08	<input type="text" value="08:00 AM"/>	<input type="text" value="03:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="01:00 PM"/>	<input type="text" value="20"/>	<input type="text" value="Initial Interview"/>	<input type="text" value="1"/>	
<input type="checkbox"/> Saturday, January 09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="Initial Interview"/>	<input type="text" value="1"/>	
<input type="checkbox"/> Sunday, January 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="Initial Interview"/>	<input type="text" value="1"/>	

Uncheck  
the box to  
cancel

Previously  
scheduled  
interview  
day

Interview  
day to be  
added



# Print Schedule



Number of Stations : 3  
Day: 1/7/2021

Start Time	Type	CPM	App #	Station #	Applicant Name	Notes
------------	------	-----	-------	-----------	----------------	-------

8:00AM	Int	0		1		
8:15AM	Int	123		1	John Smith	
8:30AM	Int	0		1		
8:45AM	Int	456		1	Jane Miller	®
9:00AM	Int	0		1		
9:15AM	Int	0		1		
9:30AM	Int	0		1		
9:45AM	Int	0		1		
10:00AM	Int	0		1		
10:15AM	Int	987		1	Robert Jones	
10:30AM	Int	0		1		
10:45AM	Int	0		1		

Open in Acrobat



# Communicating with Applicants

- The My Applicants tab in CASPRweb allows you to leave remarks and/or send emails to your applicants.

Grant Interviews

Filter by Interview Granted status: -- show all -- v

Select	Applicant ID	Applicant Name	Email	CPM	GPA	APMLE Part 1 Pass	APMLE Part 2 Pass	CSPE Pass	Remarks to Applicant	Interview Granted
<input type="checkbox"/>	107 <a href="#">full / basic</a>	Appl A	ApplA@.edu	T	97.29	Pass				<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Undecided
<input type="checkbox"/>	521 <a href="#">full / basic</a>	Appl B	ApplB@.edu	B	3.45	Pass				<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Undecided

Grant Interviews

Export All Applicants to Excel   Print/View Selected Applications   **Email Selected Applicants**



# CASPRweb Reports Tab



Current Time: 11/24/2020 3:43:5

Home Register Directory Page My Applicants CRISP Edit Profile Payment Due Ranking Match MP II **Reports** Help Sign Out

Report	Description
<a href="#">Directory</a>	A sample of what your directory page will look like when published in the CASPR Directory
<b>Applicant Reports</b> <ul style="list-style-type: none"><li>• <a href="#">All Applicants</a></li><li>• <a href="#">Applicants Granted Interviews</a></li><li>• <a href="#">Applicants NOT Granted Interviews</a></li></ul>	PDF of your applicant list with different filters
CRISP Schedule	PDF of your CRIP schedule. As students schedule, times will fill in. The names of the students will be available toward the end of the sched
Ranking for ABC Program	



# Follow-Up Interviews / Call Backs

- ▶ Complete the “Callback Form” in the “Interview Scheduling Questionnaire” and return to us.

## I. Initial Interview Times

1. Check your choice(s) and complete:

(Number of interview slots = number of applicants to be interviewed)

Time Zone	Central Standard Time	▼
Do you want to do callbacks?	<input type="checkbox"/>	<a href="#">Callback Form</a>



# Callback Form

## CALL BACK INTERVIEWS

Complete the information on this form, save to your computer and email to [casprweb@aacpm.org](mailto:casprweb@aacpm.org).  
All information on this form is required. We must have a phone number someone will answer for questions.

PROGRAM: \_\_\_\_\_

Residency Director: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Call Back Interview Dates: \_\_\_\_\_  
(Must allow 72 hours between the last initial interview and the first callback)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Interview Length (minutes): \_\_\_\_\_

## APPLICANTS TO BE CALLED BACK

ID# <small>(Required)</small>	First Name	Last Name

- ▶ Once completed, return it to us by email to [casprweb@aacpm.org](mailto:casprweb@aacpm.org)





# Follow-Up Interviews / Call Backs

- Once we receive your form, we input your interview days and times for second interviews.
- We also notify the applicants you selected for re-interview so they can schedule.
- **Allow at least 72 hours between the last initial interview and your follow-up interviews.**
- **It is your responsibility to contact the applicant with instructions to join the interview.**





# Need to reschedule an interview?

- Send an email detailing the applicant you need to reschedule to [casprweb@aacpm.org](mailto:casprweb@aacpm.org).

## Questions?

- The schedule and this video, the slides, and a “How To On Interview Scheduling” are available here: <https://aacpm.org/caspr-crip/info-residency-programs/>
- Contact us at [casprweb@aacpm.org](mailto:casprweb@aacpm.org)

