

**DEPARTMENT OF PSYCHIATRY  
AND BEHAVIORAL SCIENCES  
GENERAL PSYCHIATRY RESIDENCY  
RECRUITMENT, SELECTION AND PROMOTION POLICY  
2012-2013**

This policy is intended to establish valid, fair, effective, and ethical criteria for the screening of recruitment and appointment for Emory University School of Medicine's General Psychiatry residents. All requirements listed in the GME House Staff Policy Manual regarding recruitment and appointment must be met, plus the following procedure is followed:

**Recruitment**

Almost all PGY-1 applications are through ERAS. All applications are reviewed for consideration of invitation to interview. Application material includes application, Dean's Letter, transcript, personal statement, USMLE/COMLEX/FLEX scores, CV, and three letters of reference.

On interviewing, the applicant meets individually with three-five faculty including the Residency Director and several residents. Feedback is solicited from all faculty and residents.

The Residency Selection Committee reviews and discusses each interviewed applicant, develops the NRMP Rank Order List for PGY-1 residents and determines whether to extend an offer to the occasional PGY-2 or above resident.

**Appointment:**

Emory University School of Medicine prepares and mails an appointment agreement to each confirmed resident. The agreement states the PGY level and associated stipend, period of training, and is signed by the Associate Dean for GME. This agreement must be signed by the resident and returned by April 30.

**Promotion:**

The Progress and Promotion Committee reviews residents for promotion using criteria including, but not limited to, rotation evaluations.