

## ERAS Scheduler Demo

We apologize that we failed to record this session, so it will not be available on the website later. If you have please contact, Bobbi at kruse244@umn.edu and I will try to make time for you before 9/15 to demo the scheduler for you.

There was a request to see my interview google site. I am happy to share for ideas. Here is the [link](#) to the site.

There was also a request to see my email templates that I send via ERAS. The only request that I have with these is that I would appreciate if you re-word them in your voice. Consider how an applicant might feel if they received the same letter from all of us. It's sort of like reading an LOR for two applicants from the same letter writer that is verbatim the same letter. Please see the attachment for my template letters. I have provided some description so you know how the letters are used. Please note, most of the letters still need to be updated for this upcoming academic year. If you have template letters you are willing to share, please do so.

In addition, I was asked to share my interview screening algorithm, so I have also attached this.

- Tab one is the screening algorithm, which has anchors awarding points for each piece of the application. NEW this year, we will be awarding points on a pass/fail basis for exams this year. Studies have shown that lower scores on exams tend to be more predominant in underserved populations, and by rewarding high scores, it could be excluding diverse applicants. This is one of the ways that we are showing the ACGME that we are recruiting for diversity and inclusion. Once all of the points are awarded for an application, the scores are added and divided by the number of areas scored, resulting in a threshold score.
- Tab two is the tiers. This is where we define the priority of an application based on the threshold scores. Interview offers are sent on day 1 to tier 1 applicants, day 2 tier 2. Typically, we don't go to a 3rd round of offers because our schedule gets filled. Any tier 1 or 2 applications that we receive after offers have gone out are offered to be added to the wait list and then prioritized based on their threshold score and tier.

Finally, I am sharing my waitlist template with you. ERAS has a wait list and they have updated it for this year, however, as I stated on the session today, I like to control who gets my open slots. For this reason, anytime a cancel takes place, I close the slot until I coordinate the fill. I will reopen and manually schedule that person into the slot. Because our schedule fills by the end of tier 2, tier 3 applicants are offered to be placed on the wait list. These applicants are not yet invited through ERAS, and they are placed on this list, with an indicator of what dates they are available for. This way I prioritize someone who is only available for one date, over someone available for all dates.

I hope today's session was helpful to you. I am happy to assist with any questions you have. Because I am intimately involved in the screening process, I may not be readily available between 9/15-10/15. I will try to respond to your questions within 1-2 days.