

# FELLOWSHIP APPLICATION SYSTEM

## Tip Sheet

### Contents

View Applicant Dossiers

Accept/Decline/Add Applicant to Waiting List

### 1 View Applicant Dossers in the Portal

<https://documents.med.utoronto.ca/Fellowships/Login.aspx?showLogin=yes&&cr=1>

This Web Portal allows supervisors and interviewers to view the data and documents for applicant dossiers whose the Applicant-Fellowship Status has been moved forward from the initial status of Pending by the department fellowships coordinator.

1. Go to the link above and enter the User name and Password given to you by your department fellowships coordinator.
2. Select your department, then the Academic Year you are reviewing and the Fellowship. A list of folders (dossiers) will appear on the left. Each applicant will have a dossier. If there are no dossiers visible then the applicant(s) have not yet been moved into the In Review status by the department.

Fellowships > Medical Imaging > 2024-2025 > Fellowships > Diagnostic Radiology (Abdominal Imaging) - SHSC

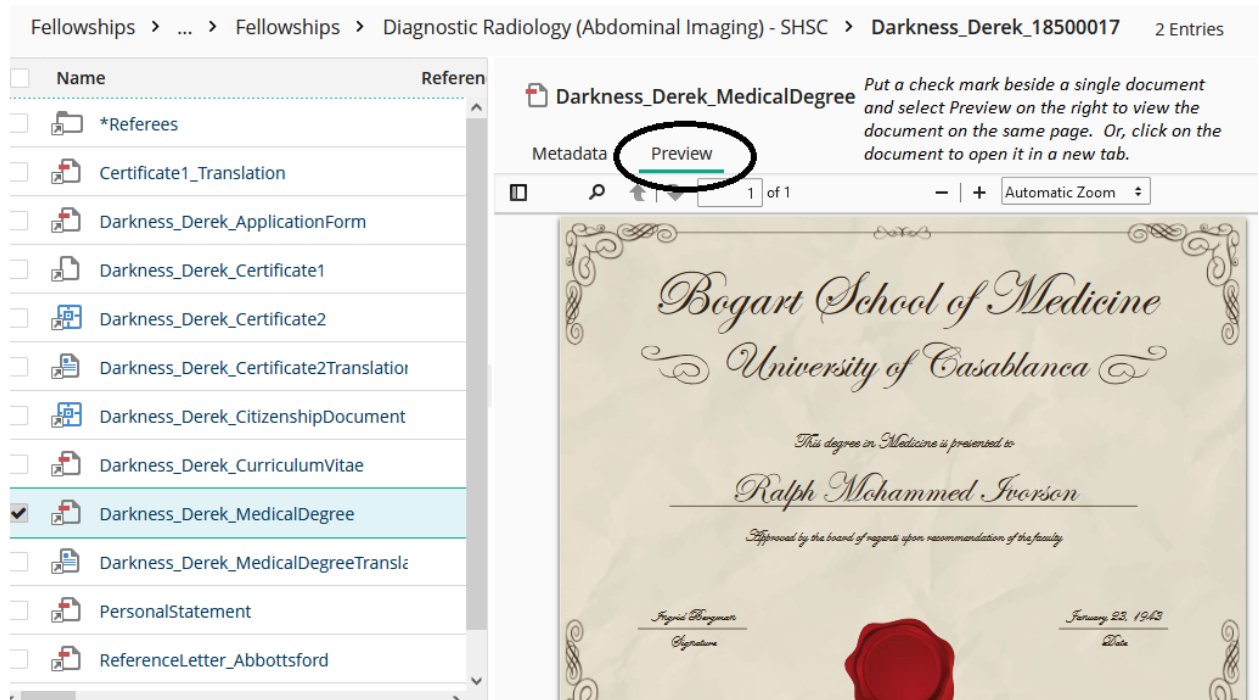
*Navigate back and forth easily using breadcrumb trail*

<input type="checkbox"/> Name		
<input type="checkbox"/> Corvette_Carrie_18500015		
<input checked="" type="checkbox"/> Darkness_Derek_18500017	Metadata Preview	
<input type="checkbox"/> Radiation_Robert_18500014		

*Put a check mark beside a single applicant folder, select Metadata on the right, to easily view the data taken from the application form.*

ApplicantProvinceTerritory	Ontario
ApplicantPostalCode	L9K K9P
ApplicantCountry	Bhutan
FundingStatus	Self-funded
TrainingInstitution	University of Tel Aviv
TrainingCity	Tel Aviv
TrainingCountry	Belgium
TrainingDates	Sept 30, 2017-June 30, 2018

3. Click on an applicant's folder on the left to view a list of the documents inside. Put a check mark beside a single document, and select Preview on the right to view the documents on the same page or click on the document to open it in a new tab.



4. **Downloading documents is discouraged.** This creates a risk to privacy and confidentiality. If you would like your selection committee members to view these documents you may give them the user name and password you used to log in.

However, if you must download, it must be done applicant-by-applicant.

- a. First, expand an individual applicant's dossier so you can see all the documents. Select the desired documents by putting a check mark beside them or select all documents by clicking the box beside the word Name at the top of the list.
  - i. If you do that, then unclick the \*Referees folder (because that actually does not contain real documents and that messes things up)
- b. Right-click and select Download Selected Entries. It will export to a Zip File.
- c. Find that file, right click and select Extract All.

## 2 Record Application Status Decisions

<https://documents.med.utoronto.ca/Forms/SupervisorsSelection>

Once having reviewed the contents of the application dossiers (see section1 above), and as interviews and decisions proceed, use this Supervisors Selection web form **to update the status of the applicants.**

(click here to review application dossier)

**Go back and review if necessary**

**Department\***

Select a Temerty Faculty of Medicine Department

Medical Imaging

**Read-only User Name**

MI\_CDMUW

**Select an Academic Period\***

2024-2025

**Fellowship Name\***

Diagnostic Radiology (Cardiac Imaging) - MSH-UHN-WCH

**Requesting Assistance\***

Do you require assistance with arranging interviews?

Yes  No

**Supervisor Notes\***

Please provide dates, times and locations for interviews and any special notes.

Please set up interviews for me the week of Sept 11 -14 between 9:00 am and 2:00pm

**Give this a minute to load**



## Applicant Status

**Read This!**

Based on the candidate's application documents, references and possibly interviews, please indicate the status of each applicant below.

All values for Current Applicant Status will be overwritten with the value you enter in the New Applicant Status. **If you do not wish to change the Current Status at this time, remove the row for the applicant by clicking the X in the righthand column.**

Candidate names will continue to reappear in this table until they are given a status of *Decline to Interview* or *Rejected Post-Interview*.

**Will fill automatically**

Applicant Name and ID	Current Applicant Status	New Applicant Status*
Corvette_Carrie_18500015	In Review	Waitlisted for this Fellowship <input type="checkbox"/>
Radiation_Robert_18500014	In Review	Selected for Interview <input type="checkbox"/>
Shepherd_Sheila_18500013	In Review	Decline to Interview <input type="checkbox"/>

## Tips!

- This form may be submitted multiple times as you proceed with your review and interviews. Names will continue to appear in the table until given a status or either Decline to Interview or Rejected Post-Interview.
- If you do not wish to give a new status for one or more applicants per one submission of the form, you may
  - Use the X at the end of their row to remove their name from the form. Their name will appear again with the same Current Status if you revisit the form.
  - Simply leave the New Applicant Status blank - but this won't work if you have already clicked on the drop-down. Then you have to remove the row.

1.

- a. **Decline to Interview:** Applicant's dossier will be moved out of active contention and will no longer appear in the Portal or in subsequent views of this table. (It can be put back into active contention by the department coordinator if you decide to reconsider later.) **Tip!** This is a good way to clean up your lists quickly if you have many applicants.
- b. **Selected for Interview:** Applicant documents stay visible in the Portal and in subsequent views of this table. Please go ahead and arrange for interviews.
- c. **Waitlisted for this Fellowship:** Applicant dossier stays visible in the and in subsequent views of this table.
- d. **Rejected Post-Interview:** Applicant's dossier will be moved out of active contention and will no longer appear in the Portal or in subsequent views of this list. (It can be put back into active contention by the department coordinator if you decide to reconsider later.) Please set this status as a finalizing task for unsuccessful applicants as it cleans things up in the database as well. Thank you.
- e. **Offer Applicant this Fellowship:** This status alerts the department coordinator to proceed with the steps are necessary to offer this applicant the fellowship. These steps are department-specific. You will be contacted by the department coordinator if necessary.

2. Add your email and submit. That's it.