

Welcome to Thalamus!

Programs can begin preparing for their upcoming recruitment season before your account is ready for use! Use the form below to begin preparing and collecting important information that will be used to build out your Thalamus Program.

This worksheet is reviewed in detail during our NEW live session, [Getting Started with Thalamus](#). If you have not attended the course, we encourage you to [register](#) for the course to learn more about preparing for your recruitment season!

Resources for Getting Started

- [User guides](#)
- [On-Demand Training Video](#)
- [Thalamus Demo Video](#)
- [Program User Roles & Permissions](#)

Program Profile

The Program Profile can be customized to provide invited applicants with important information about your program and the interview season.

The Program Profile is only viewable to applicants invited to your program directly through Thalamus.

Program Photos

Collect a hospital/program logo and background photo

Collect Program Photos

Program Logo Photo

(at least 170px by 170px)

Program Background Photo

(at least 1000px by 3000px)

NRMP Track Information

Enter all NRMP tracks

NRMP Track Name

NRMP #

Positions

Enter Text

Enter Text

Enter Text

Enter Text

Enter Text

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Enter Text

Enter Text

About Program Description

Free text to share information about your program

Click or tap here to enter text.

Links to any attachments:

Enter Text

(ie. Program specific documents such as faculty rosters, program brochures, etc)

Embed a Video on Program Page

Enter Text

**Enter the full Video URL (ie. https://www.Youtube.com/watch_thalamusGME)*

Program Leadership Section

Collect headshot to display program leadership

Name and credentials
(ie. Mary Thalamus, MD)

Collect Profile Headshot

Department Chair

Enter Text

Program Director

Enter Text

Associate Program Director(s)

Enter Text

Program Coordinator(s)

Enter Text

Chief Resident(s)

Enter Text

- Social Media Links** *Enter the URL for any of the below social media links (ie. <https://www.facebook.com/thalamusgme.com>)*

Thalamus Medical Center

Internal Medicine     

- Facebook Profile URL:** Enter Text
- Twitter Profile URL:** Enter Text
- Instagram Profile URL:** Enter Text
- LinkedIn Profile URL:** Enter Text
- YouTube Channel URL:** Enter Text

- Program Year Salaries** *We suggest putting in current salaries if they are unknown at the time.*

- PGY1 Salary:** Enter Text
- PGY2 Salary:** Enter Text
- PGY3 Salary:** Enter Text
- PGY4 Salary:** Enter Text
- PGY5 Salary:** Enter Text
- PGY6 Salary:** Enter Text
- PGY7 Salary:** Enter Text
- PGY8 Salary:** Enter Text
- PGY9 Salary:** Enter Text
- PGY10 Salary:** Enter Text

Administration Page

For program faculty, trainees, and staff that will be involved in the recruitment process (ie. reviewing applications, interviewing, scoring), collect the following information:

View the [Program User Roles & Permissions](#) guide for more information about user roles

Name*	Email Address*	Preferred Pronouns	Program Role*	Cortex Access (yes/no)	Cerebellum Access (yes/no)
Mariah Thalamus	mariah@school.edu	She/her/hers	Program Interviewer	Yes	No

**mandatory fields*

Collect Program Users Profile Headshot

Suggestion for users profile images to be cropped to a 1:1 square ratio

□ Email Templates

Thalamus offers email templates to programs with the additional option to create and customize many email templates.

- Programs can provide applicants with detailed information about their interview day(s), social events, and other crucial information relating to the recruitment season.
- Include any additional attachment and links you may want to include in each email template.
- Thalamus Email templates are equipped with “shortcodes” that allows programs to personalize each applicant email while communicating in bulk.

Before continuing with email templates, please be sure to review the [Managing & Editing Automatic Email Templates](#) for more information about shortcodes and customizing email templates.

Below are the 3 most used customized emails:

□ Interview Invitation Template

Applicants will receive an Interview Invitation email at the time the program invites. Create one or more custom interview invitation emails to include information about your interview day, links to informational websites, and any program attachments.

Click or tap here to enter text.

Thalamus Interview Invitation System Template

Dear [#ApplicantFirstName#],

We are delighted to offer you an invitation to interview with our program at [#ProgramName#] [#ProgramSpecialty#]. Our program uses Thalamus, an innovative online platform, created to better facilitate the interview management process.

[#InvitationMessage#]

Congratulations and we look forward to meeting you.

Sincerely,

[#ProgramDirectorName#]

Program Director

Links to any attachment(s): Enter Text

□ **Interview Confirmation Template**

Applicants will receive the default confirmation template at the time of being scheduled for an interview event. Create a custom interview confirmation email to include any additional information or details about your interview day, links to informational websites, and any program attachments.

Click or tap here to enter text.

Thalamus Interview Confirmation System Template

Dear [#ApplicantFirstName#],

This email is to confirm that you have successfully signed up for an interview with [#ProgramName#] [#ProgramSpecialty#] for [#InterviewEventDayOfWeek#] [#InterviewEventDate#] at [#InterviewEventStartTime#].

If, at any point, you need to reschedule or cancel your confirmed interview date, you may do so on available dates using your Thalamus Smart Calendar. An automatic notification will be sent to both you and the program confirming the cancellation and/or schedule change. If at any point, the program needs to change or reschedule the date of your interview, you will be notified immediately.

As your interview date approaches, you may receive additional information from the program directly at their convenience.

Please email customercare@thalamusgme.com or click on the “Help” button at the bottom, right-hand corner of any Thalamus page for any other questions or further assistance.

Team Thalamus

Links to any attachment(s): Enter Text

□ **Interview Reminder Template**

Create a custom interview reminder email to include information about your interview day, links to informational websites, and any program attachments.

Click or tap here to enter text.

Thalamus Interview Interview Reminder System Template

Dear [#ApplicantFirstName#],

This is a reminder email for your upcoming interview with [#ProgramName#] [#ProgramSpecialty#] for [#InterviewEventDayOfWeek#] [#InterviewEventDate#] at [#InterviewEventStartTime#]. For any questions about the interview day or itinerary, please contact the training program directly.

Should you need to reschedule or cancel your confirmed interview date, please refer to your Thalamus smart calendar. If the option to cancel remains, and you choose to do so, an automatic notification will be sent to both you and the program confirming the cancellation and/or scheduling change. If the interview date is locked, please contact the training program directly by email regarding potential options.

If at any point, the program needs to change or reschedule the date of your interview, you will be notified immediately.

As always, please let us know if you have any other questions by contacting customercare@thalamusgme.com or by clicking on the “Help” button at the bottom, right-hand corner of any Thalamus page.

Team Thalamus

Links to any attachment(s): Enter Text

Calendar Events

Ask yourself the following questions when building your events:

1. How many interview days will an applicant complete?
2. Full day or half day interviews?
3. How many interview sessions will you run in a day?

<input type="checkbox"/>	Interview Event Dates	Interview Event Date(s)	Start Time	End Time
	1 st Interview Event(s)	Enter Text	Enter Text	Enter Text
	2 nd Interview Event(s)	Enter Text	Enter Text	Enter Text
	3 rd Interview Event(s)	Enter Text	Enter Text	Enter Text
	4 th Interview Event(s)	Enter Text	Enter Text	Enter Text
<input type="checkbox"/>	Social Event Dates	Social Event Date(s)	Start Time	End Time
	<i>(ie. Interview social events, second looks)</i>			
	Pre/Post Interview Social Event(s)	Enter Text	Enter Text	Enter Text
	Second Look Social Event(s)	Enter Text	Enter Text	Enter Text
	Other	Enter Text	Enter Text	Enter Text
<input type="checkbox"/>	Video Test Sessions	Interview Event Date(s)	Start Time	End Time
	<i>*these events should be made private to prevent applicants from viewing and scheduling into</i>			
	Test Session Event(s)	Enter Text	Enter Text	Enter Text