thalamus
connecting the docs™

2024/25 GETTING STARTED CHECKLIST

Use this checklist to begin collecting important information to build out your program in Thalamus.

RESOURCES:
- **User guides**
- **On-Demand Training Video**
- **Thalamus Demo Video**
- **Program User Roles & Permissions**
- **Thalamus University Online Academy**

1 Update Program & Administration

☐ **Update Program Profile**
Provide invited applicants with important information about your program and the interview season.

  ☐ Update Program Photos
    ☐ Program Logo Photo
      At least 170px by 170px
    ☐ Program Background Photo
      At least 1000px by 3000px
  ☐ About Program Description
    Long answer text
    ☐ Include links to any attachments in description
  ☐ Embed a Video on Program Page
    Enter the full Video URL.
  ☐ Program Leadership Section
    Collect names, credentials, and headshots of program leadership.
  ☐ Social Media Links
    Enter the profile URL for any of your program's social accounts.
  ☐ Program Year Salaries
    We suggest putting in current salaries if they are unknown.

☐ **Administration Page**
For each member of your program's faculty and staff that will be involved in the recruitment process, collect the following information:

  ☐ Name, email, preferred pronouns, & program role
  ☐ Cortex access (Y/N) & Cerebellum access (Y/N) (optional)
  ☐ Profile Headshot
    We suggest that profile images are cropped to a 1:1 square.

2 Emails, Surveys, & Rosters

☐ **Email templates**
Thalamus offers email templates to programs with the option to create and customize many email templates.

Thalamus Email templates are equipped with "shortcodes" that allow programs to personalize each email while communicating in bulk. Check out our guide on Managing & Editing Automatic Email Templates for more information.

What can I do with Thalamus's email templates?
- Provide applicants with details about their interview day(s), social events, and other crucial information relating to the recruitment season.
- Create a custom email to include information about your interview day, links to informational websites, and any program attachments.

  ☐ Interview Invitation Template
    Applicants will receive an Interview Invitation email with program invitations.
  ☐ Interview Confirmation Template
    Applicants will receive the default confirmation template at the time of being scheduled for an interview event.
  ☐ Interview Reminder Template

3 Setup Calendar & Waitlists

☐ **Calendar Events**
Ask yourself these questions when building 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?

  ☐ Interview Event Dates
    List your interview event dates, along with start and end times for each day.
  ☐ Social Event Dates
    Includes pre/post interview events, second look social events, and any miscellaneous social events. List the social event date(s), along with start and end times.
  ☐ Video Test Sessions
    These events should be made private to prevent applicants from unintentionally viewing and scheduling. List the social event date(s), along with start and end times.

View & Analyze Recruitment Season Data Using Cerebellum™

? USER GUIDES

Reach out if you are interested in purchasing
Cortex or **Thalamus Video**

Programs   Institutions