2024/25 SEASON ROADMAP

thalamus
connecting the docs™

Use this guide to set up your program from start to finish.

- Any task that is **Teal** is a required task that must be completed prior to moving forward or completing your interview day.
- Send the Network Configuration Settings to your hospital IT team to confirm network settings.

1 Update Program & Administration

- **Add all program interviewers and administrators**
- **Add Scheduling Groups**
- Add or update program Track/s
- Update Program Profile
- Upload a program video & link social media pages

2 Emails, Surveys, & Rosters

- Create & customize email templates
- Customize Interview Panel & other Roster Layouts
- Create program Surveys

3 Setup Calendar & Waitlists

- **Create interview & social events**
- **Set available spots for each event**
- Customize calendar settings
- Customize waitlist settings

4 Thalamus Holistic Review

- Create competencies & questions
- Create scorecards
- Provide scoring information to interviewers

5 Import Applicants to Thalamus

- **CORTEX:** Transfer applicants from Cortex
- **ERAS:** Transfer applicants to Thalamus
- **NON-ERAS:** Create CSV template & import

6 Application Review in **cortex**

*Add-on

- **Enable Cortex access to any program users**
- Set up filters and blinders
- **Transfer Applicants from ERAS to Cortex**
- Review applications and set status

7 Setting Status & Inviting Applicants

- **Assign a Tier to all applicants**
- **Assign scheduling group to all applicants**
- Create and assign applicant tags
- **Invite applicants**
- Send any pre-interview surveys

8 Itinerary Wizard -OR- Itinerary Builder

- Set Thalamus Video or integrate 3rd party video app
- Create interview sessions by running the **Itinerary Wizard** -OR-
- Manually create itineraries using **Itinerary Builder**
- **Publish finalized itineraries**

9 Thalamus Video & Master View

*Add-on

- Review all troubleshooting Thalamus Video documents
- Test Thalamus Video with your program staff and interviewers
- **View and manage the Thalamus Video interview sessions through the Master View**

10 Create & Export Rank List

- Auto create rank list based on overall score
- Customize rank list by manually ranking applicants
- Mark "Matched" applicants & create match composite
- Export rank list & applicant data

View & Analyze Recruitment Season Data Using Cerebellum™

? USER GUIDES

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

Programs   Institutions