Thalamus Roadmap
A Guide for Programs and Institutions

Thalamus — Connecting the docs®

Use this guide to set up your program from start to finish
- Any task that is **underlined teal** is required to move forward or complete 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 and questions
- Create scorecards
- Provide scoring information to interviewers

5 Import Applicants to Thalamus
- From **Cortex:** Transfer applicants from Cortex
- From **ERAS:** Transfer applicants to Thalamus
- For **non-ERAS:** Create CSV template & import

6 Application Review in Cortex
- **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 with **Itinerary Wizard** OR
- Manually create itineraries using **Itinerary Builder**
- **Publish finalized itineraries**

9 Thalamus Video & Master View
*Add-on
- Review all troubleshooting Thalamus Video guides
- Test Thalamus Video with 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
- **Export rank list and applicant data**
- Confirm applicants' AAMC or NRMP IDs are present
- Mark applicants as "Matched" and create match composite

Cortex
Tech-Assisted Application Review

Complimentary for ERAS programs

Thalamus Video
Virtual GME Interview Platform

Reach out to purchase

Cerebellum
Data and Analytics Dashboard

Complimentary for ERAS programs

? QUESTIONS   Contact the **Thalamus Customer Experience Team** today!