Getting Started Checklist
A Guide for Programs and Institutions

Thalamus — Connecting the docs®

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

🔗 Thalamus Resources

- User guides
- On-Demand Training 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**
   Logo Photo: At least 170px by 170px
   Background Photo: At least 1,000px by 300px

   ☐ **About Program Description**
   Long answer text; can include links to attachments in description

   ☐ **Embed a Video on Program Page**
   Enter the full Video URL

   ☐ **Program Leadership Section**
   Including 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 and 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.

   ☐ **Interview Invitation Template**
   Applicants will receive an email with program interview invitations.

   ☐ **Interview Confirmation Template**
   Applicants will receive the default confirmation template when scheduling an interview event.

   ☐ **Interview Reminder Template**

Note on Thalamus 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.

3 Setup Calendar & Waitlists

☐ **Calendar Events**

   ☐ **Interview Event Dates**
   List your interview dates, as well as start and end times for each day

   ☐ **Social Event Dates**
   Includes pre/post interview events, second look, and misc. events. List the social event date(s), along with start and end times.

   ☐ **Video Test Sessions**
   Make events private to prevent applicants from unintentionally viewing and scheduling.

Consider the following 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?

◎ 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!