

FELLOWSHIPS APPLICATION SYSTEM

Read-only Portal for Supervisors and Selection Committee Members

Contents

1. View Applicant Dossiers in Read-only Portal
2. Accept/Decline/Add Applicant to Waiting List on Supervisor Selection Site

1 View Applicant Dossers in the Read-only Portal

<https://documents.med.utoronto.ca/Fellowships/Login.aspx?showLogin=yes&&cr=1>

This web Portal allows supervisors and interviewers to view the data and documents for applicant dossiers whose the Applicant-Fellowship Status has been moved forward from the initial status of Pending by the department fellowships coordinator. The first step forward from Pending is the status of In Review.

1. Enter the User name and Password given to you by your department fellowships coordinator.
2. Select your department, then the Academic Year you are reviewing and the Fellowship. A list of folders (dossiers) will appear on the left. Each applicant will have a dossier. If there are no dossiers visible then the applicant(s) have not yet been moved into the In Review status by the department.

Tip! Put a check mark beside an applicant folder and you can read the metadata absorbed from the application form in the right panel under Metadata.

3. Click on an applicant folder to open it and see the list of documents.
4. Click on a specific document to open it on the Viewer tab. Close this tab when you are done.

Tip! Instead of clicking on the document, put a check mark beside it. Select the Preview tab in the right panel and you may be able to view the document there instead. Sometimes you need to check, uncheck and check again to see it.

5. **Downloading documents is discouraged.** This creates a risk to privacy and confidentiality. If you would like your selection committee members to view these documents you may give them the user name and password you used to log in.

However, if you must download, it can only be done applicant-by-applicant.

- a. First, expand an individual applicant's dossier so you can see all the documents. Select the desired documents by putting a check mark beside them or select all documents by clicking the box beside the word Name at the top of the list.

- i. If you do that, then unclick the *Referees folder (because that actually does not contain real documents and that messes things up)
- b. Right-click and select Download Selected Entries. It will export to a Zip File.
- c. Find that file, right click and select Extract All.

2 Supervisors Selection Site – Accept/Decline/Add Applicants to Waiting List

<https://documents.med.utoronto.ca/Forms/SupervisorsSelection>

This form should be used by Supervisors only.

Once having reviewed the contents of the application dossiers (using the Read-only Portal, see section 1 above), and as interviews and decisions proceed, supervisors will use this Supervisors Selection web form to update the status of the applicants.

Enter your Read-only User Name (same as was given to you for viewing documents) to this site and select the Academic Period and the Fellowship for which you have applicants. A table containing your Applicants and the status of their application will appear.

Tip! After you add your user name, give the site a moment to fill in the rest of the data as it is sorting out which Fellowships and Applicants you should see.

Instructions:

1. Select the new status for the applicant based on the decision of the selection committee.
 - a. **Decline to Interview:** Applicant's dossier will be moved out of active contention and will no longer appear in the Read-only Portal or in subsequent views of this list. (It can be put back into active contention by the department coordinator if you decide to reconsider later.) But this is a good way to clean up your lists quickly if you have many applicants.
 - b. **Selected for Interview:** Applicant dossier stays visible in the Read-only Portal and in subsequent views of this list. Please go ahead and arrange for interviews.
 - c. **Waitlisted for this Fellowship:** Applicant dossier stays visible in the Read-only Portal and in subsequent views of this list.
 - d. **Rejected Post-Interview:** Applicant's dossier will be moved out of active contention and will no longer appear in the Read-only Portal or in subsequent views of this list. (It can be put back into active contention by the department coordinator if you decide to reconsider later.) Please set this status as a finalizing task for unsuccessful applicants as it cleans things up in the database as well. Thank you.
 - e. **Offer Applicant this Fellowship:** This status alerts the department coordinator to proceed with what steps are necessary to offer this applicant the fellowship. These steps are department-specific. You will be contacted by the department coordinator if necessary.

2. Add your email and submit. That's it.

Tips!

- This form may be submitted multiple times as you proceed with your review and interviews. Names will reappear in the table until given a status or either Decline to Interview or Rejected Post-Interview.
- If you do not wish to give a new status for one or more applicants per one submission of the form, you may
 - Use the X at the end of their row to remove their name from the form. Their name will appear again with the same Current Status if you revisit the form.
 - Simple leave the New Applicant Status blank - but this won't work if you have already clicked on the drop-down. Then you have to remove the row.