

# FELLOWSHIP SYSTEM

## Read-only Portal for Supervisors and Supervisor Selection Form

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### 1 [View Applicant Dossers in the Read-only Portal](#)

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. Your UTORid must have been provided to MedIT prior to viewing these documents\*.

1. Log in to <https://documents.medicine.utoronto.ca/Fellowships>
2. Your user name is your UTORid preceded by ad\ (ex. ad\smithpa4)
3. Your password is your UTORid password\*\*.

\*If you have hospital staff who do not have UTORids but participate in your review processes, likewise send MedIT ([discovery.common@utoronto.ca](mailto:discovery.common@utoronto.ca)) an email asking that an affiliate account be made for them.

\*\*The University is getting VERY strict on having faculty and staff use their UTORids when dealing with University managed data and documents. If you have forgotten your UTORid or your password, you may send an email to [discovery.common@utoronto.ca](mailto:discovery.common@utoronto.ca) and MedIT will arrange for a password reset site for you. The email should just ask for a password reset, it has nothing to do with the Fellowships application except indirectly.

4. Select 'Department of *'your department'* in the centre, then on the left, the Academic Year you are reviewing and the Fellowship. A list of folders (dossiers) will appear. 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.

5. Click on an applicant folder to open it and see the list of documents inside.
6. Put a check mark beside a document, select the Preview tab on the right and a document preview will appear. Alternately, click on a specific document to open it in a new browser tab. Close this tab when you are done.

**Tip!** When previewing documents, you may need to put a check mark, remove the check mark and then check it again.

7. **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 their UTORid to MedIT and they will add them to your Fellowship group. See step 3 above about obtaining affiliate UTORids for hospital staff.

However, if you must download, it must 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.medicine.utoronto.ca/Forms/SupervisorsSelection>

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 Department and the Read-only Group Name\* provided to you in your notification email, wait several moments and then 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.

\* If you have lost the notification email or never received one, you may contact either your department's Fellowships coordinator or MedIT to obtain the Read-only Group Name.

**Tip!** After you add your user name, give the site a moment to fill this in 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.

