

Goal: Leverage data to improve diverse recruitment!

Why?

- 1) You don't know what you don't track!
- 2) Aggregating groups as UIM can give us blind spots to specific groups and are more granular
- 3) We can target interventions
- 4) Individual programs have the opportunity to reflect
- 5) We can view programs GME-wide
- 6) Provide more visibility about the diversity within the GME community
- 7) LCME and [ACGME](#) diversity standards

Update your files

Please make sure that all of your applicants have updated
"Interview Status" and "Ranking Status"

If you need to do this:

- You can manually select the files
- Click "Update status"
- Adjust: Interview status & Ranking Status
 - This will adjust the statuses of multiple applicants at one time

Cross-check with Thalamus

- Ensure that the number of interviews on the CSV matches your other records
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STEPS in ERAS

Login to ERAS

- 1) Applications
- 2) Manage Filters
- 3) "System Defined Filters" - Active Applicants
- 4) Select all applicants
- 5) Scroll to the bottom > CSV Export > Go
- 6) Edit CSV Exports
- 7) Add a new export template
- 8) Name: "ODME Data Request [Residency/Fellowship Name] 2021"
- 9) Add the following exports
 - a) Select from drop-down "Type of Data to Export"
 - i) Select from "Available Fields"

- b) Personal
 - i) **Name**
 - ii) **Gender**
 - iii) **Self-Identify**
 - iv) **Tracks Applied by Applicant**
- c) Education
 - i) **Medical School of Graduation**
 - ii) **Medical School State/Province**
 - iii) **Medical School Type**
- d) Interview Status
 - i) **Selected to interview**
 - ii) **Invited to interview** (if currently use)
 - iii) **Interviewed** (if currently use)
- e) Ranking
 - i) **Selected track for Ranked**
 - ii) **Ranked Number**
- 10) Save & Run
- 11) Bulk Print Requests
- 12) Open File
- 13) Create a column to the left
 - a) Label column “Matched”
 - i) Fill in cells with “Matched” for those who matched
- 14) Delete ‘AAMC ID’ Column
- 15) Save
- 16) [Upload file to Smartsheet](#)

Thank you!