

Leveraging Your Scramble Experience

To ease the stress involved in filling your vacancies during the Scramble, which begins at 12:00 noon eastern time on Tuesday, March 18, 2008, ERAS and the NRMP recommend that you follow these simple instructions:

For All Programs With Unfilled Positions:

- Update your program's phone voice mail message to include the following:
 - Indicate how interested applicants should send their ERAS applications: via ERAS, fax, or email. If fax or email, provide a phone number or email address.
 - Indicate which documents you require: CAF, PS, LORs, MSPE, etc...
 - Specify whether applicants will be contacted via telephone or email if program is interested.
 - Provide an estimated timeline for the program's evaluation and decision-making process.

- Update your program's automatic email response to include the following:
 - Indicate how interested applicants should send their ERAS applications: via ERAS, fax, or email. If fax or email, provide phone number or email address.
 - Indicate which documents you require: CAF, PS, LORs, MSPE, etc...
 - Specify whether applicants will be contacted via telephone or email if program is interested.
 - Provide an estimated timeline for the program's evaluation and decision-making process.

- As positions are filled, delete them from the NRMP's dynamic "List of Unfilled Programs":
 - Log in to the Registration, Ranking, and Results (R3) System with your AAMC ID number and password.
 - Click the Unfilled Programs link on the left menu bar.
 - Click the Update Unfilled link on the left menu bar.
 - Your program(s) will be displayed. Click the number-link under "Currently Unfilled" to update the number of unfilled positions.
 - When the number of unfilled positions is zero, your program is deleted automatically from the list. The information is updated on the web site every hour.
 - If you need assistance, contact the NRMP Help Desk at 202-828-0676 or 866-617-5837.

For ERAS Program Users Only:

- Before 12:00 noon eastern time, log on to the Program Director's Workstation and download any old documents from your queue.

 - After 12:00 noon eastern time, contact the ERAS PostOffice regularly to download new applications and to avoid a backlog of application materials. If you're having difficulty connecting to the ERAS PostOffice, keep your system connected and every 10 minutes it will attempt to log on again. When you've downloaded all your files, disconnect to allow others an opportunity to make a connection.

 - Applications sent during the Scramble period will have a check mark next to the status "Scramble Application" on the Review Sheet. Use the pre-defined filter/sort "Scramble Applications" to identify the applicants and to manage the process more effectively.

 - Use the PDWS email tool to contact applicants you're interested in pursuing; send "thanks, but no, thanks" emails to applicants you're not interested in pursuing.

 - Use the updated telephone numbers provided on the "General" tab of the ERAS application to call applicants directly.

 - Contact the ERAS Help Desk at 202 828-0413 for assistance, should you need it.
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