

## How To Enter Interviewer Comments and Scores

1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.

### Sign In

Username

▲ Username is Required

Password

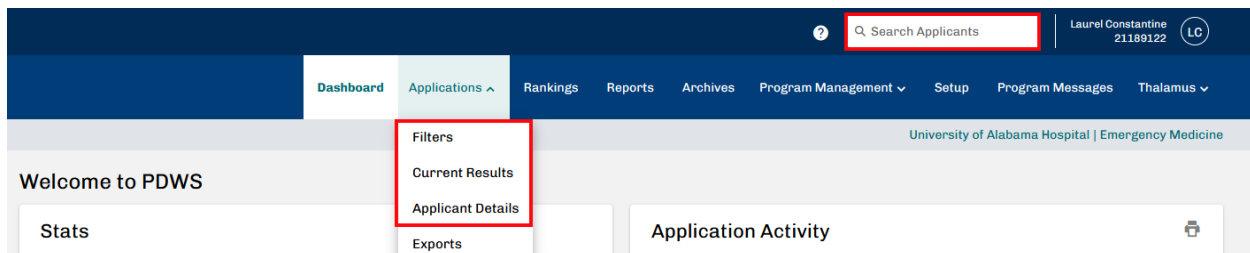
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Search for the applicant(s) using Filters, Search Applicants, or Applicant Details.



The screenshot shows the PDWS dashboard. At the top right, there is a search bar labeled "Search Applicants" with a magnifying glass icon. Below the dashboard header, a "Filters" menu is open, showing options: "Current Results", "Applicant Details", and "Exports". The "Applicant Details" option is highlighted with a red box. The dashboard also displays "Welcome to PDWS", "Stats", and "Application Activity" sections.

3. Click the applicant's name to access the Applicant Details page.

Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
Carthan, Alarin	21310391	Oakland University William Beaumont School of Medicine

4. When reviewing an applicant under applicant details. Click the Scores tab located under the applicant overview and select the Interview Scores sub-tab.
  - a. The PDWS displays the interviewer from the Scheduler and prompts you to enter a score and interview comments.

Scores ^

Composite Score >

Board Scores >

Document Scores >

Interview Scores >

Post-Interview Scores >

Reviewer Scores >

Post-Review Scores >

Custom Scores >

5. Click the box under Score column to enter a numeric score value.
6. Click the + sign next to the Interviewer name to open the comment box.
  - a. Enter comments, up to a maximum of 4,000 characters.
  - b. Comments are automatically saved.

Post-Interview Scores ^

← BACK

Interviewer	Interview Date	Score
<div>^</div> Laurel Constantine	May 27, 2023	

3

Notes

Enter Text Here
 

3985 characters left of 4000