

# Instructions for Reviewing Global Emergency Medicine Fellowship Consortium Applications

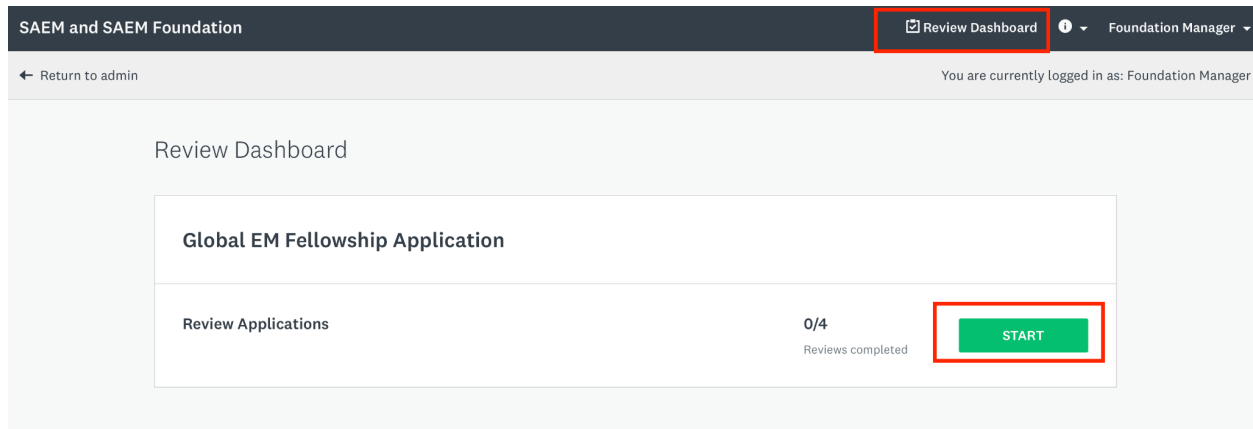
## For Program Staff:

### Login Instructions

Log in to your fellowship program's SAEM Account by clicking here: [SAEM Application Portal Login](#) OR go to :”Log In” and choose “SAEM.org Member Login”

- a. If you do not remember your username and password, you can contact **HelpDesk** at [helpdesk@saem.org](mailto:helpdesk@saem.org) to have it reset for you.
- b. If you do not have an SAEM.org user account, you will need to create one at [www.saem.org/login](http://www.saem.org/login) before proceeding on the SAEM Application Portal.
- c. Please DO NOT create a new account on SurveyMonkey Apply.

Once you have logged in, click on the Review Dashboard at the top of the screen.



You will see a list of all of the applications that have been submitted to your fellowship program. Click the green start button to begin reviewing applications.

On the next screen you will see a table with all of your program applications. You can sort and filter the applications or download applications from this view. When you are ready to begin the review, click the green start button.













Admin

You are currently logged in as: Found

Fellowship Application [↗](#)

Applications

Continue

Actions		0 selected		All applications		Search...	
<input type="checkbox"/>	ID	Full Name	Last Submitted				
<input type="checkbox"/>	<a href="#">0000000001</a>	 Melissa McMillian	Sep 14 2022 10:19 AM (CDT)			<b>START</b>	...
<input type="checkbox"/>	<a href="#">0000000003</a>	 Melissa McMillian	Oct 2 2022 12:33 PM (CDT)			<b>START</b>	...
<input type="checkbox"/>	<a href="#">0000000005</a>	 Melissa McMillian	Oct 2 2022 01:48 PM (CDT)			<b>START</b>	...
<input type="checkbox"/>	<a href="#">0000000006</a>	 Melissa McMillian	Oct 14 2022 03:10 PM (CDT)			<b>START</b>	...

Showing 1 - 4 of 4   10 per page   Page 1   < >

On the next screen you will see the first application on the left panel, and an evaluation sheet on the right panel. Click the Application tab on the left to see the full application. You can scroll down through the application, or use the carrots in each section to minimize or maximize a section for quick browsing.

SAEM and SAEM Foundation Review Dashboard | Foundation Manager

← Return to admin You are currently logged in as: Foundation Manager

← Global EM Fellowship Application - Review Stage 1 Application 1/1

000000001  
Melissa McMillian MMcMillian@saem.org

SUMMARY **APPLICATION** NOTES

Jump to...

Application Stage 80.0% complete  
Submitted on: Sep 14 2022 10:19 AM (CDT)

✓ Application Form Completed: Sep 14 2022

**Application Form**  
Program Selection

Select the Fellowship Program for which you wish to apply:  
BAYLOR COLLEGE OF MEDICINE

Contact Information

**Applicant Contact Information**

Full Name	Melissa McMillian
Preferred name	(No response)

**Your Review**

Review Stage 1

**Reviewer Decision**

- Interview
- Accept
- Reject
- More Information Needed

**Additional Comments**

Once you have read the application, use the evaluation sheet on the right hand side to make your decision on the applicant. **These decision options are for your use only. The applicant will not be notified of your decision.** You will need to contact the applicant directly to invite them to the interview, to decline their application or to accept their application.

**Your Review** ... - 📄

Draft 🗑️

### Review Stage 1

This form is for your use only. Making a selection on this form will not send a notification to the applicant. Please contact the applicant directly to inform them of your decision.

**Reviewer Decision**

- Interview
- Accept
- Reject
- More Information Needed

Clear

**Additional Comments**

Page 1 of 1

Save Draft MARK AS COMPLETE

When finished, click “Mark as Complete.”

Now, when you go back to your dashboard, you will see the applications categorized by the decision you made, either Accepted, Rejected, More information needed or Interview.

Review Dashboard

Global EM Fellowship Application		
Interview	0/1 Reviews completed	<span>START</span>
More Information	0/1 Reviews completed	<span>START</span>
Rejected	0/1 Reviews completed	<span>START</span>
Accepted	0/1 Reviews completed	<span>START</span>

You can view all of the applications in each of the categories by clicking the green start button.

**Remember, applicants are not notified automatically with your decisions. You must communicate with the applicant separately from the portal to inform them of your intentions.**