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 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 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.
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.
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.
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.
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.