

Sample Faculty Kick Off meeting email template

We have a required training session for all faculty interviewing each year. I also offer 1:1 sessions if someone is nervous about using Thalamus or there is new faculty that needs more help. I send out the email below in July for faculty to put their availability into Thalamus for interviews:

Subject: Fellowship Interview Season

It's that time of year again! Interview season is upon us. We appreciate each of you taking the time to interview our fellowship applicants to make our interview season a success.

Once again we will be interviewing on Mondays and Thursdays beginning August 31st and continuing during the month of September. We are asking faculty to sign up for at least 2 sessions. Each interview session will consist of four 30 minute interviews. At this time, we are asking you to put your availability for interviewing into Thalamus. Below are the dates and times.

Monday AM Sessions – 8:30am-11am – 9/11, 9/18, 9/25

Thursday AM Sessions – 8:30am-11am – 8/31, 9/7, 9/14, 9/21, 9/28

Monday PM Sessions – 1:30pm-4pm - 9/11, 9/18, 9/25

Thursday PM Session 1:30-4pm – 8/31 (no grand rounds this date)

Thursday PM Sessions – 2:30pm-5pm – 9/7, 9/14, 9/21, 9/28

Below is the link to sign up for interviews:

<https://app.thalamusgme.com/itinerary/availability/faculty>

Here is a link for how to enter your availability

<https://customercare.thalamusgme.com/hc/en-us/articles/360056925453-Setting-Removing-Faculty-Availability-for-Interviewers>

If you forgot your password here is information on how to reset it

<https://customercare.thalamusgme.com/hc/en-us/articles/360035505713-Logging-in-Logging-Out-Changing-the-Account-and-Program-of-in-Thalamus#Logging-In>

We will be conducting Interview Informational sessions on 8/17 and 8/24 from 1-2pm via Microsoft Team. The session will include a refresher of Thalamus. A calendar invite will be sent and you only need to attend one session.

Again, thank you for your time and commitment to our fellowship. We greatly appreciate it. If you have any questions, please let me know.