Responsibility of Site Supervisors

1. Send rejection notifications by electronic mail to all candidates whom you will definitively not be making an offer to at 8:45 am. A copy of this notice must be sent to the applicant’s Director of Clinical Training (DCT).

2. Send offer by electronic mail to your first choice(s) candidate(s) at 9:00 am. A copy of the offer must be sent to the applicant’s Director of Clinical Training (DCT).

3. Do NOT leave your computer.

4. As soon as you hear back from your first choice: (a) if the candidate accepts, then notify all other candidates that the position has been filled; (b) if the candidate declines, then notify your second choice of the offer; (c) if the second choice accepts, then notify the remaining candidates that the position has been filled; (d) if the second-choice candidate declines, then notify your third choice of the offer; (e) and so on and so forth.

5. You are welcome to follow-up with applicants via telephone but all offers and acceptances must be done electronically.

POTHOLE WARNING: If you leave your computer to go shopping for 5 hours, you are holding up the iteration process. This defeats the entire purpose of the procedure.

POTHOLE WARNING: If, for example, your first choice accepts AND you do not notify the other candidates that the position has been filled, then this defeats the entire purpose of the procedure.

Responsibility of Applicants

1. Turn your computer on at 8:40 am (rejection notifications will go out at 8:45 am).
2. Do NOT leave your computer.
3. You have the right to wait to hear from your 1st choice before making any other decisions.
4. Immediately acknowledge receipt of your offers.
5. Once you hear from your 1st choice, accept the offer immediately.
6. If you do not get your 1st choice, you have the right to wait to hear from your 2nd choice before making any other decisions, etc.
7. Ensure your DCT is kept in the loop by making sure they are cc’d on all your communications.

POTHOLE WARNING: If you do not hang around your computer and only log on at 3:00 pm to see if you were offered your 1st choice, etc., then you are defeating the entire purpose of the procedure. This holds everything up.

POTHOLE WARNING: You need to have already set in your head what your ranked list of choices are (i.e. 1st choice, 2nd choice, etc). You should not dawdle to hear from other sites. Accept your first choice immediately. If you do not get your first choice, but get your second choice, accept the offer immediately, etc. Failure to do so defeats the entire purpose of the procedure.
POTHOLE WARNING: As soon as you accept an offer, notify other sites that you have accepted an offer elsewhere. This allows the process to keep moving.

**Responsibility of Directors of Clinical Training**

1. Make sure the applicants understand the procedure.

2. Starting at 8:45am, stay in contact with your students by electronic mail to make sure that they are understanding the process as it unfolds live.

3. As soon as students have confirmed acceptance of offers, be sure to update the GTA Practicum Notification Day spreadsheet, so that other DCT’s are aware of what spots have been filled.