

## “Commanding” Phase II: Creating a Command Center for Phase II Candidates

Entering Phase II of the Match is a fast-paced, stressful time for residency candidates. This Command Center guide provides a framework for preceptors and mentors to support candidates navigating the Phase II process.

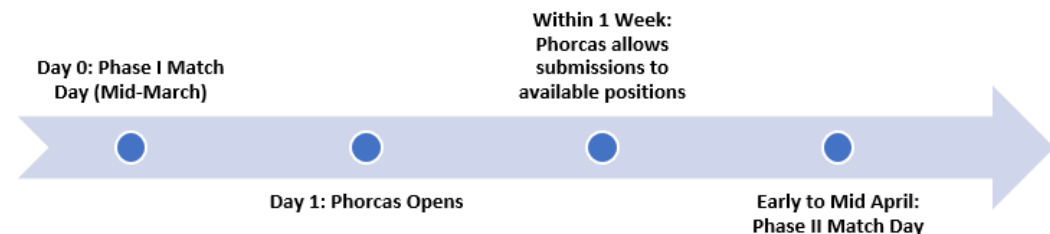
### Command Center Goals and Resources

Below are recommended goals for a Command Center – start by determining which goals your site can and will work toward. ASHP has compiled multiple resources that can be shared with staff and candidates.

Goal	Resources
Identify and review available positions and programs	<ul style="list-style-type: none"> <li>Programs participating in Phase II will be shared at 12:00 p.m. ET on Match Day on the <a href="#">National Matching Services</a> website</li> <li>Review in advance for programs that are local or where mentors may have connections</li> </ul>
Facilitate candidate re-evaluation of goals and identification of positions aligning with those goals	<ul style="list-style-type: none"> <li>Utilize ASHP’s <a href="#">Phase II and Scramble Candidate Discussion Guide</a></li> </ul>
Update candidate CV	<ul style="list-style-type: none"> <li>In advance, review ASHP’s <a href="#">CV Development</a> page for tools and resources</li> <li>Update with items that have occurred since submitting Phase I applications</li> <li>Review for grammar and formatting</li> </ul>
Update candidate letter of intent	<ul style="list-style-type: none"> <li>Utilize ASHP’s <a href="#">Letter of Intent guidance</a> including this <a href="#">AJHP article</a> and <a href="#">on-demand webinar</a></li> <li>Review the websites for programs the candidate is applying to and evaluate the need for updates to the letter of intent</li> </ul>
Identify if new letters of reference are needed	<ul style="list-style-type: none"> <li>Evaluate on a case-by-case basis if candidates should discuss the content of Phase I letters with their writers and if new writers may be beneficial</li> </ul>
Provide interview preparation skills	<ul style="list-style-type: none"> <li>Utilize ASHP’s <a href="#">Match Day Resources</a> webpage in the “After Midyear Clinical Meeting” section regarding <a href="#">interview skills</a></li> <li>Offer mock-interviews for candidates or practice using the <a href="#">ASHP Interview Prep platform</a></li> </ul>

### Timeline

Dates for the Match process are posted annually on the [National Matching Services](#) website. Use the schedule to plan a command center. As the Phase II process moves quickly, providing students assistance and resources on Phase I Match Day and shortly after will maximize benefit. Consider the time needed to identify physical space, coordinate virtual meetings, and identify mentors to determine when to start the planning process.



## Command Center Structure

There are many possible formats for a Command Center. Determine which will work best for your site and what resources will be needed. The format can vary based on staff availability and the anticipated number of candidates.

Format	Considerations
In-person	Will you have individual rooms or one large space? Will resources be available (e.g. internet access, printers, computers, etc.)?
Virtual	What platform will you utilize? Will candidates meet one-on-one with mentors or in a single virtual meeting room? Will breakout rooms be utilized? Do candidates have access to the platform or to computers to join the virtual command center?
Single Day vs Multi-Day	Will a one-day program be sufficient to provide adequate resources and time to meet candidate needs? Does a multi-day format facilitate student assistance and optimize use of staff resources? Is space or computers available (if needed)?
Sign-up vs Open Forum	Will candidates sign-up for scheduled time slots? Can multiple students be accommodated simultaneously? Consider using sign-up resources such as SignMeUp, Calendly, etc.
Mentors	Who will be available to assist candidates? Will staff rotate or be available all day? Will candidates work with mentors one on one or in small groups? Consider offering a variety of perspectives including faculty, preceptors, residents, and volunteer alumni.

## Additional Resources

Consider providing staff and candidates with resources to prepare for Phase II and the Scramble before Match Day to help manage stress during this fast-moving process.

ASHP has multiple resources available on the [Match Day Resources](#) webpage that mentors can use to familiarize themselves with the process or share with candidates. Resources are constantly updated and added, so check back each year!

Available ASHP Podcasts on Phase II:

- [Readjust and Refocus: Experiences with the Phase II Match](#)
- [Navigating and Thriving in Phase II and the Scramble](#)

Phase II/Scramble is not the best option for everyone. If available programs do not align with the candidate's goals, or candidates do not match in Phase II and the Scramble, consider helping them determine how to [leverage a gap year](#).