



Best Practice Recommendations To Applicants Concerning References

Reference Recommendations

- ❖ **References-** Notify references before select in PhORCAS
 - Communicate what programs you are applying to
 - Discuss the following scenarios:
 - Reference writer is familiar with program and wants to send a personalized reference to them
 - You are applying to uniquely different programs and want the reference letters to have a different emphasis (ex. PGY1 and admin program)
 - Let the reference writer determine if they want to write program specific or unique letter vs. the standard letter that goes to all programs

Reference Recommendations

- ❖ References template recommendations
 - Create a standard reference:
‘Applicant Name’ Reference
 - Create a personalized reference based on reference writer preference
‘Applicant Name’ Reference for ‘Institution X’
- ❖ Applying to uniquely different programs (PGY1 or admin)
 - Create a personalized reference based on program
‘Applicant Name’ Reference for ‘PGY1’
‘Applicant Name’ Reference for ‘Admin’



MY TOOLS

MY PROFILE

- Account Information
- Change Password
- Change Security Question
- Change PGY Information
- Change License Information

MY MESSAGES

- New Mail [1]

Match HELP

- Match FAQs
- Contact Match
- Schedule of Dates
- Applicant Agreement

PHORCAS HELP

- FAQs
- Contact Us
- Instructions
- Participating Programs

MAIN MENU/APPLICANT CHECKLIST

MATCH REGISTRATION

STATUS

Application > References

Required Information

INSTRUCTIONS FOR THIS SECTION

VIEW LIST

Please provide the requested information for an individual who will be providing a letter of recommendation. Please note that entering a reference in this section and clicking "SAVE" will immediately generate an e-mail request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

Title

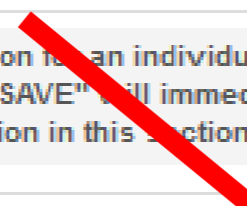
Tania Boris Reference

If you would like to customize a reference please indicate in this section the name of the program EX. Providence Alaska Medical Center-PGY2-Oncology; if this is a general reference please enter in a general title for your identification.

Notes to Reference:

Please include the deadline date for the program, as well as any supplement data the program may require from the reference writer. This will notify reference writers if they need to upload any supplemental requirements with their reference.
(max 300 characters)

Title: Can be generic or personalized





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Read prompts carefully

Title ■

Tania Boris Reference

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Notes to Reference:

Notes to Reference: include deadline & other relevant data

Please include the deadline date for the program, as well as any supplement data the program may require from the reference writer. This will notify reference writers if they need to upload any supplemental requirements with their reference.
(max 300 characters)