

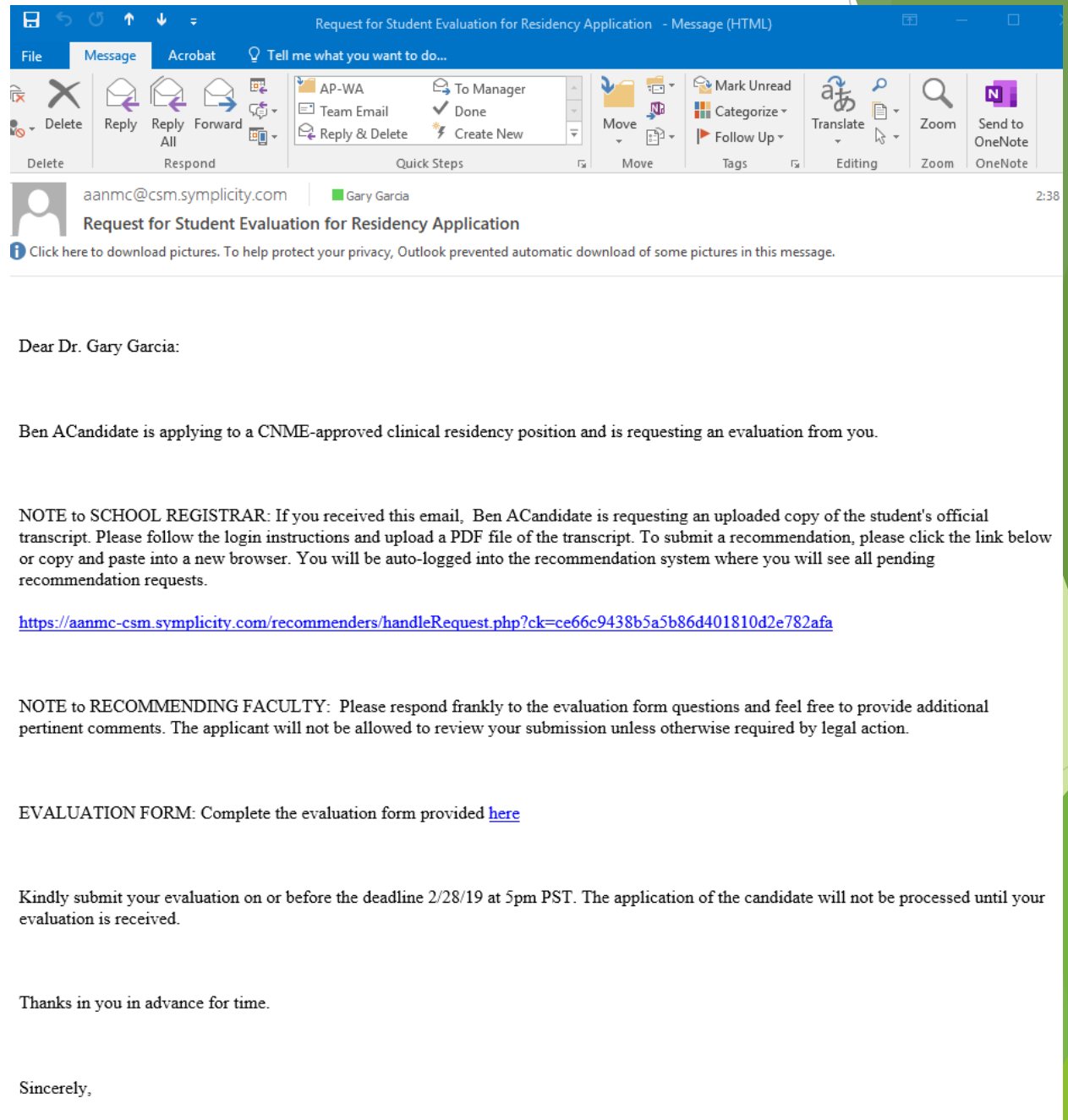
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Faculty Guide

**Submitting Your Evaluations
for Residency Applicants**

When the student applies through the AANMC, the student will send you a request via the portal for your recommendation.

You will then receive an email from the AANMC Residency Committee similar to this. 



In the email, under the “Note to RECOMMENDING FACULTY” click on the link in the following statement “Complete the form provided [here](#)” (see below). Clicking “here” will open an online evaluation form.

NOTE to SCHOOL REGISTRAR: If you received this email, Ben ACandidate is requesting an uploaded copy of the student's official transcript. Please follow the login instructions and upload a PDF file of the transcript. To submit a recommendation, please click the link below or copy and paste into a new browser. You will be auto-logged into the recommendation system where you will see all pending recommendation requests.

<https://aanmc-csm.symplicity.com/recommenders/handleRequest.php?ck=ce66c9438b5a5b86d401810d2e782afa>

NOTE to RECOMMENDING FACULTY: Please respond frankly to the evaluation form questions and feel free to provide additional pertinent comments. The applicant will not be allowed to review your submission unless otherwise required by legal action.

EVALUATION FORM: Complete the evaluation form provided [here](#)



Kindly submit your evaluation on or before the deadline 2/28/19 at 5pm PST. The application of the candidate will not be processed until your evaluation is received.

Thanks in you in advance for time.



STEP 1-4

1. The link will open an online evaluation form in the AANMC portal.
2. Once you start, you must complete the process. The system will not save your work.
3. Begin to fill out your evaluation of the student.
4. Make sure to complete all the required fields with the red asterisk.

2020/2021 Faculty Recommendation Cycle

Finalize

* indicates a required field

FACULTY EVALUATION

Dear Faculty, please complete this form for the candidate whose name you have written below. Rate the candidate compared to other students in the class based on the following performance areas. The candidate will not be allowed to review your submission unless otherwise required by legal action.

Please remember to submit the recommendation to click on FINALIZE

NAME OF CANDIDATE *

First Name MI Last Name

Date of Evaluation *

Faculty Last Name *

Faculty First Name *

STEP 5-7

5. Towards the end of the form, provide additional comments as you deem appropriate.

6. To finalize and submit your evaluation, make sure you click on the **Finalize** button.

7. Then you're done!

Strengths & Weaknesse

If not covered by the previous questions, please provide additional comments on the candidate's strengths and/or weaknesses.

Other things for the committee to consider.

Please additional information for the committee to consider regarding this candidate.

Final Overall Thoughts

Provide any final overall thoughts regarding this candidate.

Reminder

Please remember to submit the recommendation to click on **FINALIZE**

Finalize