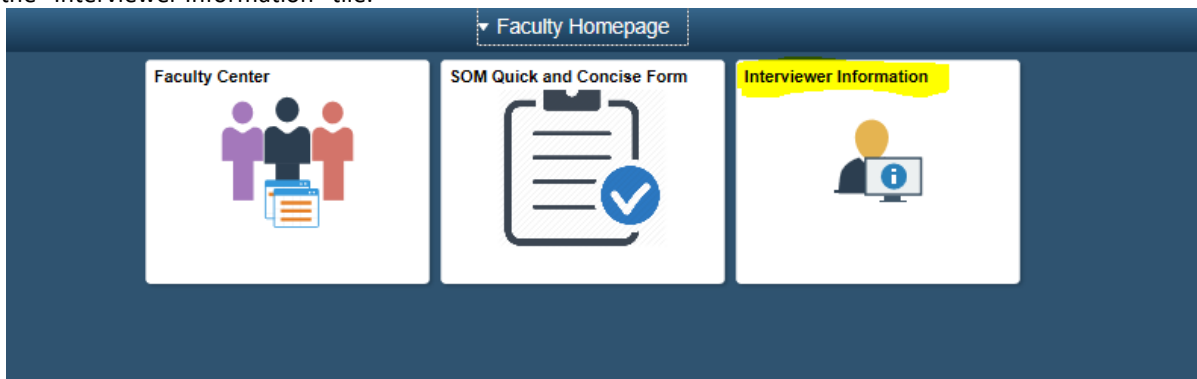


School of Medicine MMI Rater Checklist



In advance of MMI:

- 1) Log in to [PeopleSoft](#) via Chrome or Firefox (hit 'ctrl' and the link simultaneously to open in new tab):
 - a. If you have any issues, please contact [pscsc@umassmed.edu](mailto:pscs@umassmed.edu)
- 2) Click on the "Interviewer Information" tile:

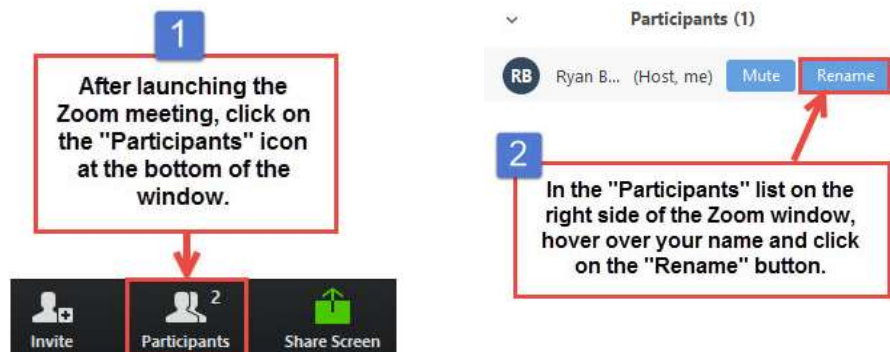


- 3) Review all of the pages within this tile prior to your MMI session

At the start time of the MMI:

YOU MUST BE ON TIME. Call or text 774 570 2551 if you need support on the day of your MMI. PURCH: call 413-262-9268

- 1) Log into [PeopleSoft](#). Your browser for accessing PeopleSoft and Zoom should be the *only* applications open on your computer during the MMI session. Please close all other applications and browsers (word documents, other websites/webpages, Outlook and/or other email accounts).
- 2) Click the "Interviewer Information" tile and select "My Interview Schedule" page to access the Zoom link and scenario.
 - a. Click "**Enter Interview**" to enter the Zoom meeting.
 - i. Zoom link will be available 1 hour prior to the scheduled start time. You will **not** be emailed a link.
 - ii. The host will welcome you into the meeting and move you to a Raters Lounge before moving you to your assigned Breakout Room.
 - iii. Rename yourself, using your *first name only*.
How: Select 'Participants', find your name, select 'More' and then click 'rename'



- iv. An applicant will be placed in your Breakout room in advance of each interview.

- b. Click on your **designated scenario**; have it open and available for screen sharing at the start of each interview. Please be sure to review it in advance of your MMI session as well.
- 3) The meeting host will broadcast a number of messages to all (applicants and raters) throughout the session including:
- a. *Interview will begin shortly* – will be sent prior to applicants being moved into breakout rooms with raters
 - b. *Share scenario* – this message starts the 8-minute interview
 - c. *Stop sharing scenario* – this message is sent 2-minutes into the interview
 - d. *30 seconds left for discussion* – this message is sent 5-minutes and 30 seconds into the discussion (7-minutes and 30 seconds into the interview)
 - e. *The interview has concluded* – this message is sent at the end of the 8-minute interview. Applicants will start being moved to the next room following this message.

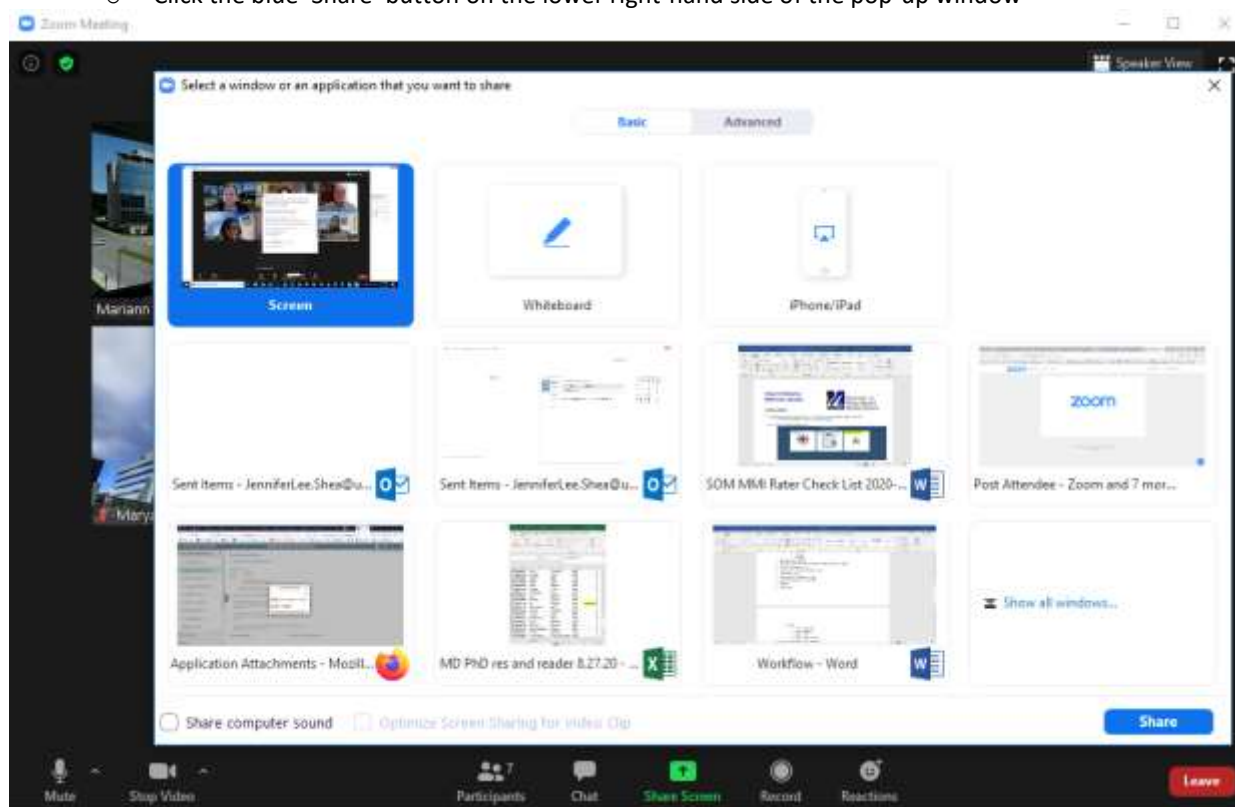
4) When prompted **share** your **screen** with the applicant. The applicant has 2-minutes to read the scenario.
 How:

1. Click the green 'Share Screen' icon at the *bottom* of the screen:



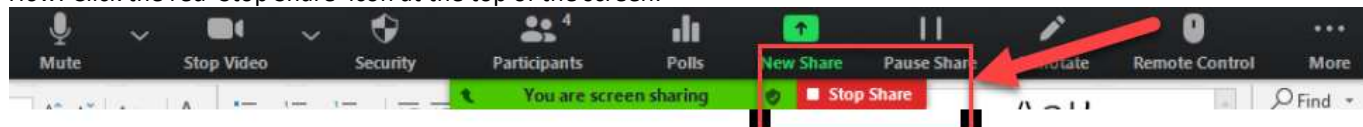
2. A window will pop-up showing all screens available to share:

- o Screen/desktop will be automatically selected and highlighted in blue
- o Find and select screen with the scenario *or* select default highlighted 'Screen' or 'Desktop'
- o Click the blue 'Share' button on the lower right-hand side of the pop-up window



5) When prompted **stop sharing** your screen with the applicant and begin 6-minute discussion.

How: Click the red 'Stop Share' icon at the top of the screen:



- 6) All applicants will rotate in and out of your breakout room in a similar manner; there are no more than 8 applicants per session.
- 7) Enter your evaluations in Peoplesoft via the “Interviewer Information” tile’s “MMI Rater Evaluation” page. Raters at Baystate Health should use the “PURCH MMI Rater Evaluation” page.
- 8) When finished, click the “Ask for help” button to let the host know you are finished. The host will conduct your rater check-out before you are able to leave the meeting.

Virtual MMI Tips:

- You must log into [PeopleSoft](#) first – everything is in PeopleSoft
 - Your scenario and the Zoom link **will not** be emailed to you.
- Once you have logged in:
 - Review the “Rater/Interview Overview” page
 - Open Zoom via the “My Interview Schedule” page
 - Click “Enter Meeting” or use [zoom.us](#) along with the meeting ID and password
- After you have entered the Zoom meeting; return to PeopleSoft via your browser
- Open your scenario from the “My Interview Schedule” page
- Ensure you have closed all other programs (email, other web browsers, word, etc.) on your computer
 - Zoom and browser with PeopleSoft and your scenario should be the only applications open
- Practice sharing your screen in the rater lounge