Instructions for use of the
Radiology Residency Match Standardized Letter of Recommendation

The Standardized Letter of Recommendation (SLOR) for the Radiology Residency Match was developed to be standardized, concise, efficient, reliable and informative.

The Radiology Residency Match Standardized Letter of Recommendation was developed through an AUR Venture Fund Grant.

Basic Instructions here: (very detailed instructions are below)

The SLOR is offered as downloadable Word document that can be filled out via computer.

1. Download the SLOR modifiable word document to your computer
2. Instructions are provided on the SLOR (**more detailed instructions are below)
3. Type in the requested information
4. Save the letter (PDF file size less than 1MB is essential)
5. Print the completed letter
6. Sign the letter (*hand-written signature is preferred over e-signature, see below)
7. Scan the signed letter to create a PDF
8. Upload the signed letter to ERAS as a PDF with a file size less than 1 MB
9. If you have difficulty uploading the letter to ERAS due to format/size, send your letter to ERAS for free help and letter reformatting at: **eraslorportal@aamc.org,** in the **subject line** put: **Reformat LoR**

*Your signature versus your e-signature: ERAS prefers a physical hand-written signature. E-signatures that are in the form of an image of your formal signature that is layered onto the word document may be able to be uploaded successfully, however an ERAS advisor indicated that program users may have difficulty viewing letters (*standardized letters or traditional narrative letters*) that have been signed with an e-signature.

The program users are the individuals who review applications and accept the applicants into their programs (i.e. program directors, deans, reviewers for interviews). They are the people who need this form in order to evaluate each candidate. Per an ERAS advisor, in the past, some program users have received error messages when trying to access documents with electronic signatures attached. It is not clear how often an e-signature causes an error message for the letter recipient.

Per ERAS LoR Portal User Guide's Frequently Asked Question Section:
Will the LoRP convert my file to a PDF format or should it already be in a PDF format before I upload it?
• In order to upload a LoR, it must already be in a PDF format. The LoRP does not have the capability to convert your file into a PDF format.   PDFs with encryption, password protection, or digital signatures cannot be uploaded. Any LoRs that do not meet these guidelines must be revised and resubmitted. *For more information on the PDF file format, please see www.adobe.com.*

Letter file type and size that is acceptable for uploading to ERAS:

1. The file must be a PDF with file size 1MB or smaller.

HELP uploading a letter to ERAS: eraslorportal@aamc.org

2. If you have any difficulty uploading a finished and signed letter, you can email your letter to ERAS and they will format it for you to the appropriate size so that it can be uploaded. If you need help you can send your letters for free reformatting support to: **eraslorportal@aamc.org, in** the **subject line** put: **Reformat LoR**

*Detailed information regarding the Standardized Letter of Recommendation for use in the Radiology Residency Match

Section 1: Student and author data.
The purpose of Section 1 is for the reader to learn the writer's contact information, the extent of the writer's teaching experience and the nature of the writer's relationship with the student. Regarding extent of teaching experience, the writer is asked to indicate how many medical students he or she works with or assesses during an academic year. For example: traditional lecture settings alone do not typically allow for substantial interaction or individual assessment opportunities and so lecturing to a room of 100 students does not imply assessment of 100 students. Working with a student in a small group session, procedure room, reading room or as part of a research project often allows meaningful interaction and assessment opportunities.

Section 2: Applicant's actions and traits demonstrated routinely.
Survey of members of the Association of University Radiologists identified actions and traits that are highly valued in radiology residency candidates, and this list includes those that were frequently sought. Based on your personal observation of and work with the student, rate the student's demonstrated ability or actions relative to other students with whom you have worked and assessed. You can place an X within the box at the representative percentile for each of the listed traits or actions, or you can type within the box a specific number. If you cannot meaningfully assess the student in a given area, put an X in the "cannot assess" box. Also indicate if you are comparing to all students that you have worked with during your career or if you are comparing only to students that you have worked with during the last five years.

Rating example:
If you are providing a rating for 'Exhibits intellectual curiosity' and want to generally express high range of 81-90th percentile, then place the X at the right end of the box.

Exhibits intellectual curiosity

0-10th lowest	11-20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100	Cannot assess
								X		

Or you can type in a more specific percentile

0-10th lowest	11-20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100 highest	Cannot assess
								89		

To indicate the most outstandingly intellectually curious student you have ever worked with type in 100.

0-10th lowest	11-20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100	Cannot assess
									100	

If the student has demonstrated excellence (top 91-100th percentile) in one or more of these areas, then you are encouraged to elaborate and give concrete examples in the narrative section (Section 4).

If you cannot speak to or assess a student in a given area, place an X in the cannot assess box.

0-10th lowest	11-20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100	Cannot assess
										X

Section 3: Global assessment.
In this section the writer has the opportunity to rate the student relative to all students that he or she has ever worked with or relative to students from the last 5 years. Indicate by placing an X in the box by the appropriate comparison student population. Then, place an X at the representative percentile box or type in a specific percentile within the relative box.   A rating of 100 indicates that this is the best or highest caliber student that you have worked with or assessed during that time period.

Compared to other medical students that you have assessed, approximately where does this candidate rate in percentile?

Global Assessment Example: If you are comparing to all medical students that you have ever worked with or assessed in your career and this is the best student thus far you would indicate as below:

Indicate if you are comparing to:

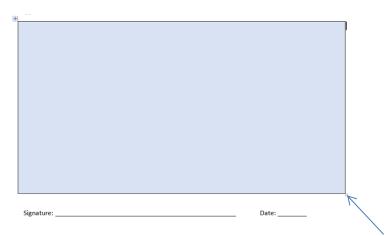| x | All medical students |

| | Students in the last 5 years |

Indicate the applicant's global assessment rating with an "X" on the scales below, or type in a specific percentile in the relative range box below:

0-10th lowest	11-20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100 highest
									100

Section 4: Narrative section.
This narrative section gives you the opportunity to provide specific examples of one or more demonstrated qualities listed in Section 2. Concisely describe specific events. You may also provide insight into unique qualities of the candidate and details of the following: a skill set or strengths that will be useful in residency; the student's relevant special interests outside of medicine; and/or other supportive information not found elsewhere in the application.

You are encouraged to limit your narrative portion to 300 words, but you can use as many words as you feel are necessary. The blue box size can be enlarged or made smaller by clicking and dragging the bottom right corner.

Signature: _____   Date: _____

Questions and Feedback:

Questions, comments, suggestions for improvement and other constructive feedback related to the Standardized Letter of Recommendation for the Radiology Residency Match are welcomed and can be sent via email to: aur@rsna.org. Please put SLOR Feedback in the subject line.

Thank you.