

INSTRUCTIONS FOR REVIEWERS

1

1. Account Registration

We have pre-registered a Reviewer account for you. To access the account and the assigned applications, please:

- Log in to the email that you receives the original reviewer invitation
- Retrieve the Survey Monkey Apply platform invitation e-mail from noreply@mail.smapply.net. If you cannot find the invitation email, please check your Spam/Junk folder.
- Click **Join Now** from the Survey Monkey Apply invitation email.

Department of Anesthesiology and Pain Medicine Survey Monkey Apply Platform

Dear **Dr. John**

You have been invited to be a Reviewer for the following site,
**Department of Anesthesiology and Pain Medicine Survey
Monkey Apply Platform.**

Please click on the link to complete the registration process.

Thank you,



Join now

If the button is not clickable, please copy and paste this URL into your browser's address bar: <https://UOFT->

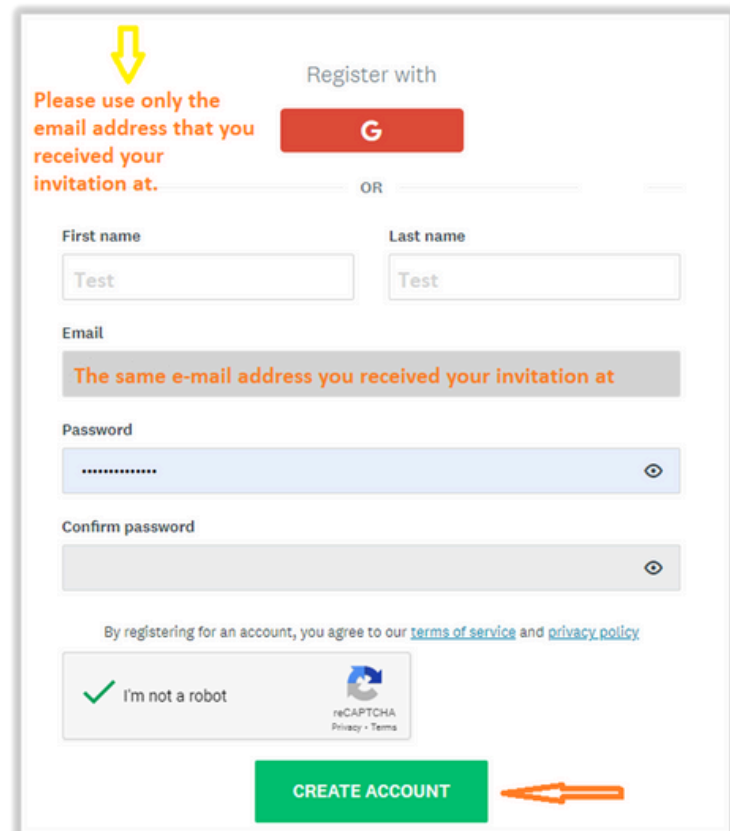
INSTRUCTIONS FOR REVIEWERS

2

1. Account Registration (continued)

- You will be redirected to the **registration tab** to continue.
- When prompted, enter your full name and email address.

Please use the same e-mail address to which your invitation was sent.



The screenshot shows a registration form with the following elements:

- A yellow arrow points to the instruction: "Please use only the email address that you received your invitation at."
- The "Register with" section has a red button with a "G" icon and an "OR" separator.
- Fields for "First name" and "Last name" are present, both containing the text "Test".
- The "Email" field is highlighted with a grey background and contains the text: "The same e-mail address you received your invitation at".
- Fields for "Password" and "Confirm password" are present, both containing masked text (dots).
- Below the password fields, there is a line of text: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)".
- A reCAPTCHA box is present, showing a green checkmark and the text "I'm not a robot".
- A green "CREATE ACCOUNT" button is at the bottom right, with an orange arrow pointing to it.

Once you have completed all the required fields, select the **CREATE ACCOUNT** button. You will be directed to a page confirming your registration for a **Survey Monkey Apply account**.

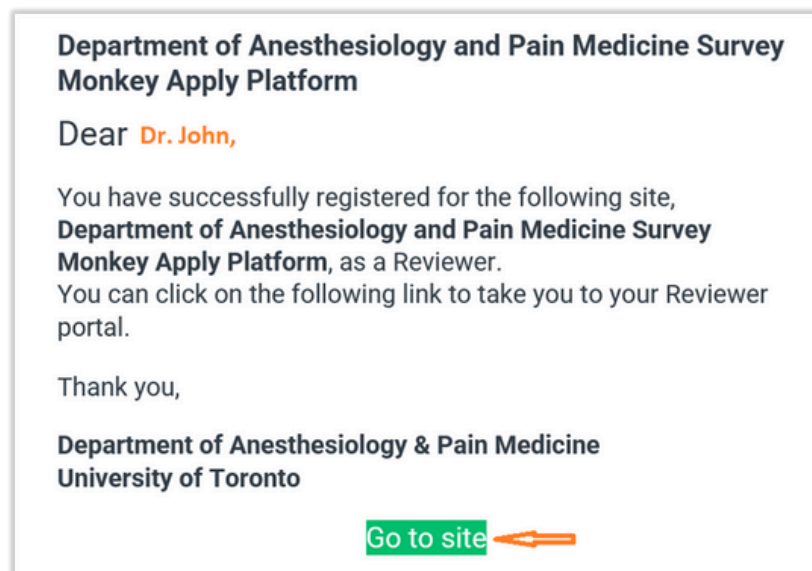
At the same time, you will receive a verification email, which contains a **GO TO SITE** button. Click the button to access your account.

INSTRUCTIONS FOR REVIEWERS

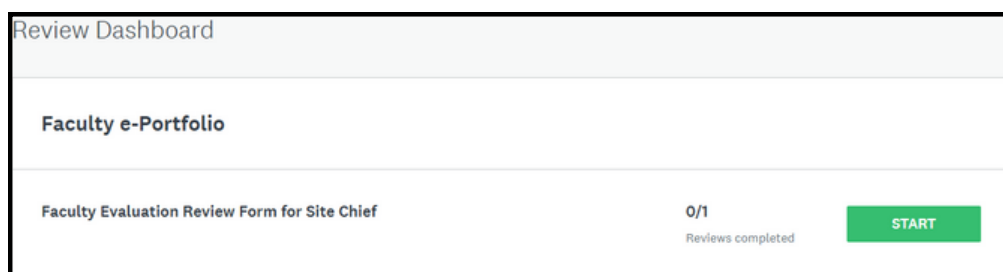
3

1. Account Registration (continued)

After finishing registration, you can also access your reviewer account via the Department of Anesthesiology and Pain Medicine Survey Monkey Apply platform.



Once logging in, you will be able to see the **Reviewer Dashboard**.



INSTRUCTIONS FOR REVIEWERS

4

2. The Review Process

All applications for new faculty at your site will appear in the reviewer dashboard, each with its own scorecard to be completed. Click the **Start** button next to each faculty member to begin the review process.

Faculty e-Portfolio [2]

Faculty Evaluation Review Form for Site Chief

Instructions

Actions ▾ 0 selected		All applications ▾		Search...	
	ID ↑	Full Name ↑	Last Submitted ↑		
<input type="checkbox"/>	 3113347840	Test Account	Feb 11 2025 09:46 (EST)	START	...


To access an application, select the **application tab**. Once an application is selected, you can select the stage you would like to review. You can switch between stages by clicking on **JUMP TO**

3113347840
Test Account elearning.anesthesia@utoronto.ca

SUMMARY
APPLICATION

Jump to... ▾

Year 1 - Activity Reporting (New Onboarding Faculty)
100.0% complete
Submitted on: Nov 25 2024 14:39 (EST)

☒  Clinicians Evaluation Form- Year 1
Completed: Jun 2 2025

ACTIVITY SUMMARY REPORT - Year 1

The Faculty e-portfolio is a tool to help you monitor your progress during the Continuing Appointment Review (CAR), also known as the Three-Year Review. These reviews evaluate your academic performance during the first three years of your appointment and provide feedback on your career trajectory. Through the Faculty e-portfolio, you will submit important documents such as your personal statement, teaching dossier, and records of your research and academic activities. This system benefits you and the department by tracking your progress and ensuring you stay on course to successfully complete the CAR. We will check in with you annually to ensure all required materials are submitted, including the expected number of publications and updates on grants or lab activities.

Please complete the questions below to provide a summary of your academic activities in your first year as faculty. Only answer the sections that apply to your specific academic path. Your responses will contribute to your annual report and three-year review.

Please note that proof of attendance may be requested if you've attended a workshop, conference, & etc.

INSTRUCTIONS FOR REVIEWERS

5

2. The Review Process

You can adjust your page view by dragging the **vertical grey line in middle** of the page. This will help you to have a better view of the application.

2023-2025-7283575384
Picasso (test) Pablo jz0txy.DEWFHW3IUF@gmail.com

SUMMARY APPLICATION NOTES

ID: 2023-2025-7283575384
Full Name: Picasso (test) Pablo
Last Submitted:

Drag the line to the right or left to adjust your page view

Your Review

Merit Awards Scorecard (New Investigator Applicants)

Scoring Instructions

- Please use the full range of scores (0-100) to help differentiate between applications.
- Each category will be marked out of 100 regardless of the percentage weighting.
- Broad guidance on scoring each category is as follows:

Descriptor	Definition	Score
Outstanding	The application excels in most or all relevant aspects. Any shortcomings are minimal.	90-100
Excellent	The application excels in many relevant aspects, and reasonably addresses all others. Certain improvements are possible.	80-89
Good	The application excels in some relevant aspects, and reasonably addresses all others. Some improvements are necessary.	70-79
Fair	The application broadly addresses all relevant aspects. Major revisions are required.	60-69
Poor	The application fails to provide convincing information and/or has serious inherent flaws or gaps.	1-59

- Scores for each category will be collated into a total score out of 100 and will be available at the reviewers' meeting for inspection and comparison

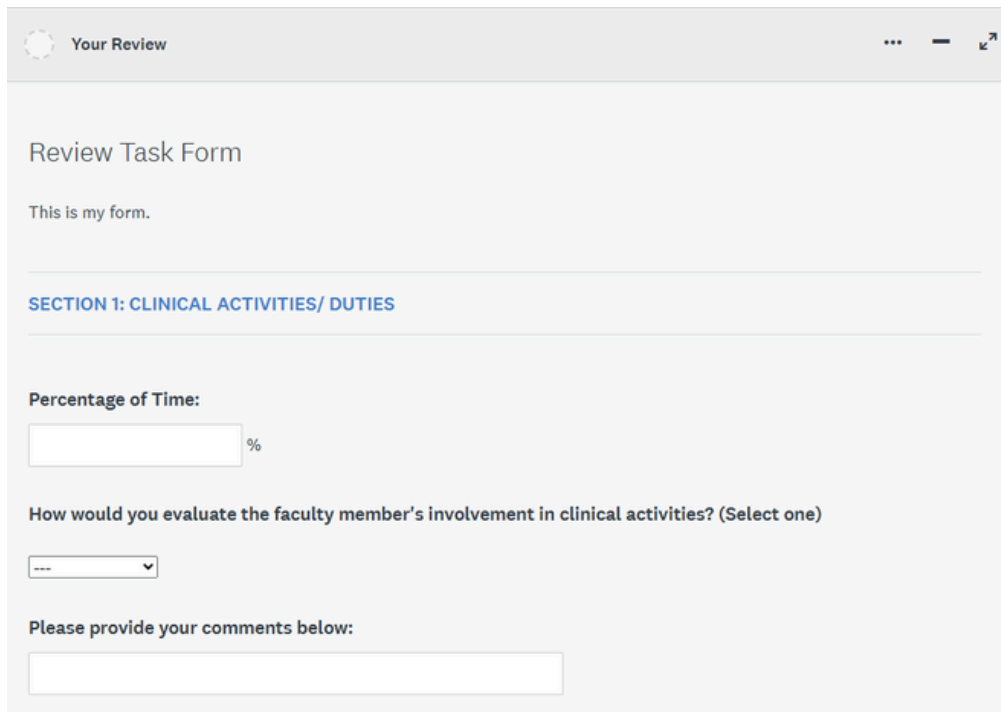
INSTRUCTIONS FOR REVIEWERS

6

3. Beginning Your Review

You will be asked to complete **six evaluation sections**.

If you would like to upload additional documents, please use the final section. These documents will not be shared with the applicants.



The screenshot shows a web interface titled "Your Review". It contains a "Review Task Form" section with the text "This is my form." Below this is "SECTION 1: CLINICAL ACTIVITIES/ DUTIES". The form includes a "Percentage of Time:" label followed by a text input field and a "%" symbol. Below that is a question: "How would you evaluate the faculty member's involvement in clinical activities? (Select one)" with a dropdown menu showing "---". At the bottom, there is a label "Please provide your comments below:" followed by a large text area for comments.

INSTRUCTIONS FOR REVIEWERS

7

3. Beginning Your Review

At any point of this process, you can **save a draft** to continue later or **mark the application as complete**.

Please provide your comments to the Merit Awards Review Committee below:

Note: This question is not mandatory. The comments you provide will not be shared with the candidate

You can save and continue later

Page 2 of 2

Back Save Draft MARK AS COMPLETE

Once your review is **completed** and you can select the **mark as complete** button.

MARK AS COMPLETE

You will be asked to confirm your submission.

Confirm review submission

You will not be able to modify this review after submitting

Are you sure you want to submit?

NO YES

After you make your final submission, you can opt to **download your review**.

✓ Your Review

Download my review

Merit Awards Scorecard (Senior Investigator Applicants)

Dear reviewer,

Greetings and thanks for taking the time to review the 2023-2025 Merit Awards applications!

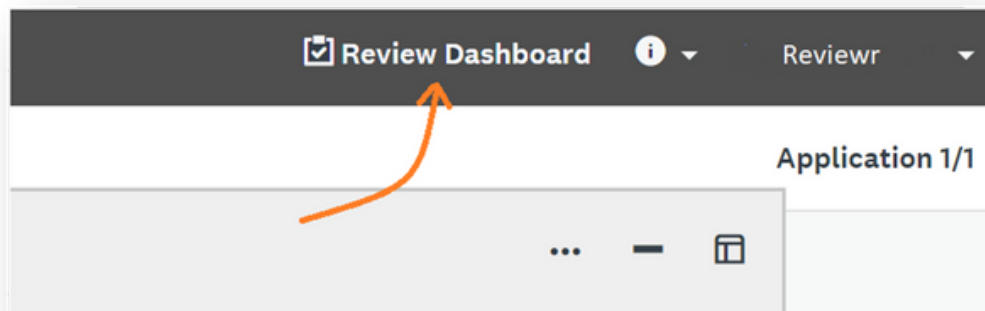
As a reviewer, you have been assigned 2-4 applications to evaluate. Each application has been uniquely assigned to you and will have an independent scorecard to complete. The details of the scoring system have been outlined in the portal for your reference.

INSTRUCTIONS FOR REVIEWERS

8

4. Reviewing Another Application

To review the **next application**, click the > button located on the **upper right-hand side** of the reviewer window or return to the **review dashboard** and start reviewing the applications in that category.



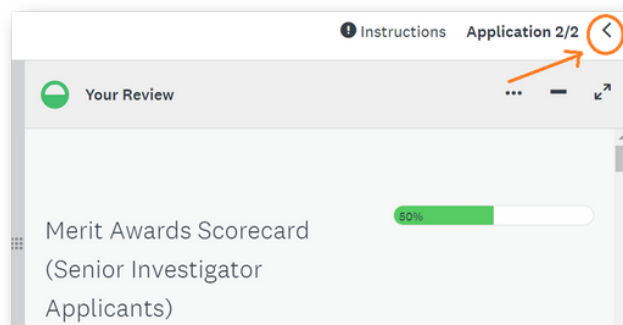
You will be notified through e-mail after completing each review.

If you are having difficulty finding this email in this inbox, please check your Spam/Junk folder). The email will be sent from noreply@mail.smapply.net.

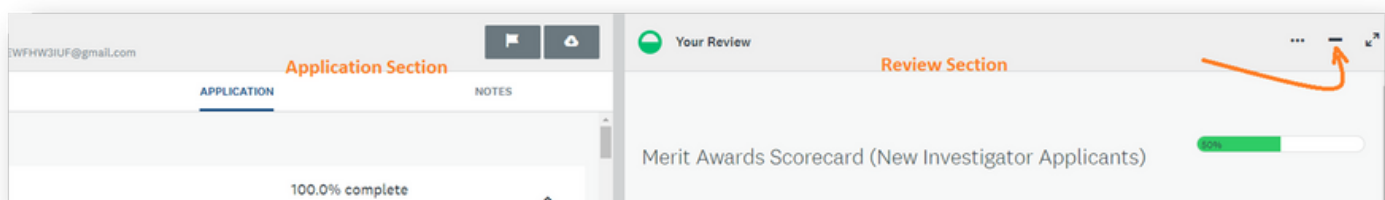
INSTRUCTIONS FOR REVIEWERS

5. Comparing and Switching Between Applications

You will be able to **toggle between applications by using < & > signs** on the top right corner of your review screen.



During the review process for better visibility, you will be able to **minimize the Review section** to see the application in a full screen mode. Use the minimize icon (as shown below) to do this.



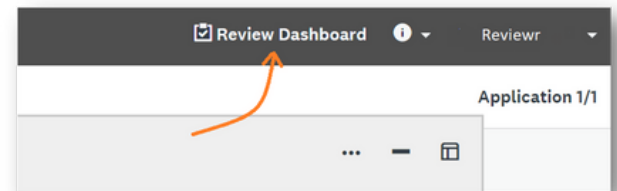
INSTRUCTIONS FOR REVIEWERS

10

6. Completing Each Review and Tracking

Follow these steps to check on the status of the reviews and the remaining number of applications:

- Click the "Review Dashboard" option found at the top menu.
- The Review Dashboard will display how many reviews remain.



The **completion status of each review will be displayed within the reviewer panel** next to the application.



Not started



In Progress



Completed

7. Completing All Reviews

If all of the assignments on your Review Dashboard show a status, then you have successfully completed all of the reviews.



'Completed'

INSTRUCTIONS FOR REVIEWERS

11

Appendix Reviewing Applications FAQ Page

Here's a Survey Monkey Apply Help Page for Reviewers:

- [Reviewing Applications FAQ](#)

This information page covers but is not limited to the following topics:

- [How do I review an application?](#)
- [How do I tell the completion of my reviews?](#)
- [How do I see the Reviews of other Reviewers?](#)
- [How do I leave a note on an application?](#)
- [How do I download my assigned applications?](#)
- [How do I download my Reviews?](#)
- [How do I switch between programs and stages I am reviewing?](#)
- [How do I submit my review\(s\)?](#)
- [How do I sort/filter my assigned applications?](#)
- [How do I flag an application as a Conflict of Interest?](#)

If you need have further questions, please contact us at:

elarning.anesthesia@utoronto.ca