

Timeline of tasks for OMS Years I-IV



	"Understand Yourself"	"Explore your options"	"Choose a specialty"	"Prepare for Residency"
Tasks	List of tasks	List of tasks	List of tasks	List of tasks
	Career Counseling OMS-I Orientation Presentation	Career Counseling NRMP/CV workshop	ERAS tokens are distributed to OMS-III	Register through NRMP or any early match platform
	Distribute account access code to OMS-I for access to Careers in Medicine (CiM)	Meet with Career Counselor to go over 'Specialties at a Glance'	Introduction to ERAS Letter of Recommendation Portal	NRMP Guidelines Presentation
	Assist in creating CiM account	COMLEX Level I (required exam)	Initial mandatory Residency meeting with Career Counselor & 4th Year Coordinator	Assist student in importing personal information and uploading documents on ERAS
	Provide a Lunch and Learn session with CiM platform information	USMLE Step 1 (optional exam)	CV review and student's Personal Statement Draft	Follow-up Residency counseling meeting
	Keep CV updated and to be reviewed by Career Counselor	Attend 'Onboarding Process' go over CV and BIO	Career Counselor visits all hubs at least once a semester or as needed	Provide 'Interview Tips and Strategies' Presentation
	Assist with CiM assessments	Assist OMS-II in choosing electives for their 3rd Year	Career Counselor Program Directors Informational Session (Nov, April)	Apply for Residency programs (any early match)
	Meet with student's to go over and understand results from assessments	Assist OMS-II on what to consider when thinking about 3rd year core electives	Assist and guide student's on their search for Residency programs	Apply for Residency programs (NRMP)
	Look into summer research opportunities if applicable	Pre-Residency Career Counseling individual appointment	Follow-up Residency counseling meeting	MSPE is released at the end of September to all residency programs
	Meet with Career Counselor at least once a semester or as needed	Career Counseling information session during 'Introduction to Clinical Rotations' course	ERAS application portal webinar	Military Match (December)
		Meet with Career Counselor at least once a semester or as needed	Provide process and timeline for MSPE aka Dean's Letter	Urology/San Francisco Early Match (February)
			Assist in selecting audition/electives for 4th year	SOAP overview and logistics presentation
			CV and Personal Statement completed for ERAS and early match application	NRMP Match (March)
			Provide student suggested board exam sequence Level II/Step II (USMLE optional)	

any of the phases, simply add new rows ab