08/21/2019

Dear Fellowship Program Administrator

We are pleased to announce that we have released our latest software enhancement which allows you to publish your post-match vacancy listing without filling out the standard form and you can now create a vacancy should the need arise and see your posting within 24 hours. The new feature labeled Vacancies is on our main website page and works differently than the old way we used to handle vacancies.

This new feature allows you to:

- List and remove post-match vacancies
- Set an expiration date for auto deletion
- Update existing listings at anytime
- View archive of previous listings

To manage post-match vacancies, you must login to your SF Match account at https://www.sfmatch.org and click on the "Vacancies" link near the top after logging in.

Important notes:

- All listings will be available on the new page at https://www.sfmatch.org/Vacancies.aspx.
- All post-match vacancies with training start date prior to August 2019 have been removed from our website.
  -If your program has an opening to begin in 2019, please login to your SF Match account and click on the "vacancies"
  -link to verify the status. If your listing is no longer available, click on "Add New" to repost.
- New post-match vacancies are posted on the scheduled time shown in "post date" and are automatically removed on the scheduled date and time shown on "expiration date" field.
- All new listings must be listed for a minimum of 5 days from the time of posting.
- You can remove your existing post-match vacancy listing at any time by clicking on the "Archive" button.
- Your program's contact information (address, phone, fax, website) to be displayed on the vacancy listing will be pulled from your program's profile. Please make sure your profile information is updated prior to posting a vacancy.
- Only existing program users can be listed as contact for the vacancy listing. If you have a new contact person to manage vacancies, an account must be created for the new contact prior to posting the vacancy.
- Vacancies originally listed with a main contact who is not an existing user on our system have been modified to show the program director's name as contact. If you wish to change the main contact, login to your SF Match account.

We would like to remind programs that only **post-match** vacancies (the match for positions for the training start year has been concluded) can be published on the Vacancies page. All other positions must be recruited through the match.

This is a new feature and as with anything new you may have questions or concerns. Feel free to reach out to us. Please feel free to contact us if you have questions.

Sincerely,

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