Overview of the MSPE Process

What is the Medical Student Performance Evaluation (MSPE)
The MSPE is a letter of evaluation (not a letter of recommendation) intended to place a candidate’s performance in relationship to his or her classmates. It consists of sections describing the candidate’s unique characteristics, academic history (leaves, expected graduation date, joint or combined programs, etc.), a brief summary of the candidates work in preclinical curriculum (LOD’s, Outstanding USMLE scores, etc.), narrative evaluations from the core clinical clerkships and elective rotations and a summative assessment of the student’s comparative performance in medical school.

Step 1: Schedule your appointment with your letter writer
Once the contact information for your letter writer has been emailed to you, you are responsible for scheduling this appointment. Appointments can be scheduled between August 13th and October 1st.

When your appointment has been secured, email the date, time and location to Nathalie Schweikert (nschweikert@mednet.ucla.edu) All appointments should be arranged by August 13th.

Preparing for your letter writer meeting

1. Prepare a CV, Personal Statement and Background Summary (See step 2 for details). These do not have to be your final drafts, just enough to give a good sense of who you are.
2. In addition, write down all significant awards, experiences from high school, college, and medical school.
3. Similar to an interview, be prepared to talk about your strengths and weaknesses (make a list of three of each). How would you describe yourself? Make sure you have a coherent answer to this question before you meet with the letter writer. Though the MSPE is primarily an objective evaluation, it is important that the letter writer gets a clear sense of you as a person and applicant.

Step 2: Prepare your Background Statement, Personal Statement and CV
All students must schedule a meeting with Meredith or Nathalie to go over your C. V. and Personal Statement. Appointments can be made beginning June 20th online at http://www.medstudent.ucla.edu/applications/mspe/appts/.

Background Statement

This information will help your letter writer introduce the unique characteristics section of your MSPE. Your AMCAS application is a good starting point, as you should focus on significant aspects of your background that you feel are relevant to your progress as a physician and should be mentioned in the introduction to your MSPE. The background statement can be in narrative or bullet point format but should be clear and in chronological order. Include information like where you were born, parent occupations, major accomplishments or life events that contributed to or impacted academic success.
Personal Statement

Your personal statement is an ideal opportunity to set yourself apart from applicants who may have similar scores, etc. This is your chance to let your personality and passion shine. Do not feel pressed to include everything—your MSPE, C.V., Transcripts are also speaking for you. Choose a theme that relates to your passion for medicine and whenever appropriate, that relates to your chosen specialty (although this is not a requirement). Above all, be honest, be focused and give specific examples and anecdotes that represent you and your chosen theme. You only have three written documents to convey everything about you so avoid overlap.

C.V.

The majority of programs (except those applying through the SF match) will print the CV directly from ERAS. It is the advice of the SAO to put together all your information under the categories listed below. Keep formatting to a minimum since you will be inputting all the information directly into ERAS. If explanations are necessary, limit to one or two strong sentences.

Most of the interview will come from the information you have provided. Make sure that everything you have in your CV is something you can talk about at length. And make sure you find a way to include the things you are most passionate about.

Below are the major categories for the ERAS CV.

Present Mailing Address
Permanent Mailing Address
Medical Education
Education (Undergraduate & Graduate)
Membership in Honorary/Professional Societies
Certification/Licensure
State Licenses
Examinations
Work Experience
Volunteer Experience
Research Experience
Publications/Presentations/Poster Sessions
Hobbies & Interests
Language Fluency (Other than English)
Other Awards/Accomplishments

Step 3: Follow up with Evaluations and Letters of Recommendations

You will receive an email from Nathalie when a letter of recommendation has been received by the SAO. If the letter writer has not submitted your letter, it is your responsibility to follow up with them.
All required course evaluations will be placed in the MSPE. This is the responsibility of the SAO.

The student is responsible for following up with elective rotations if an evaluation is, in fact, delayed. Evaluations are due four weeks after the clerkship is over. If it has extended beyond this time, follow up with the student coordinator. As a reminder, if an evaluation has been received, there will be an asterisk by the course on your schedule.

*If an elective evaluation has not been received by October 12th, it will not be placed in your MSPE.*

**Step 4: Review your letter in the SAO**

You are permitted to correct factual errors in the MSPE (incorrect biographical information, incorrect notation of LODs, etc.), but not to revise any evaluative statements. The narrative elements pertaining to your work in the core clinical clerkships and elective rotations will come directly from your evaluations.

*If you have any issues with an evaluation, in regards to fairness or accuracy, they should be addressed formally with the appropriate faculty long before the end of the MSPE process.*

Any questions on how best to approach faculty with evaluation concerns can be addressed by Dr. Parker, Meredith or Nathalie.

All dean’s letters, including those for students participating in the “early matches” will be transmitted via ERAS or mailed to the CAS on November 1st. This is the earliest date to submit the MSPE.
**Curriculum Vitae**

1. Your C.V. should stand out but not be unusual.
   - Use heavy (20-40 pound) professional paper in a conservative color (white, ivory, or grey).
   - The content should be well-balanced, pleasing to the eye.
   - Don’t include information from high school or college. Focus on Medical School.
   - Be consistent in chronology, whether you state events first to last or vice versa.
   - Try to keep it to one page, or a maximum of 2 pages (never 3), remember that page one will get the longest look.

2. Use action words (a list of words can be found on the following page).
3. Use a laser printer. This is a professional document.
4. You may have unique experiences that don’t apply to traditional categories. These should definitely be included in your C.V.
5. Have someone proof your work. Get feedback from people you trust to look at your information critically (advisor, SAO, staff). Typos on a C.V. or personal statement make a very bad impression. Computers and laser printers can make your work easier, but you still have to take the time to do it right. **Remember that even the spell check doesn’t work if the wrong word is spelled ‘WRITE’**. It can be uncomfortable to have the presentation of your life experiences edited. Focus on the benefit of having an error corrected or being offered a helpful suggestion.
6. While highlighting your strengths and accomplishments, don’t be tempted to exaggerate them. It will be obvious to your readers.

Copyright 2007 Iserson, KV. Getting Into a Residency: A Guide for Medical Students. Galen Press. All rights reserved.
Sample C.V. for ERAS/ for Early Match

Name
Email (UCLA Email)  Street Address
Phone  City, State, Zip

Education
Medical School Name
Dates Attended
Degree, Graduation Date

Undergraduate Institution
Major
Dates Attended
Degree, Graduation Date

Membership in Honorary/Professional Societies
Keep to medical school unless it is an exceptional undergraduate honor. No LOD’s.
Year  Award

Certification/Licensure
If applicable

State Licenses
If applicable

Examinations
USMLE Step 1  Date/Passed
USMLE Step 2 CK  Date/Passed

Work Experience
List in descending chronological order

Volunteer Experience

Research Experience
Inclusive Dates (i.e. 7/2005-9/2006)
Name of Institution, Department of….
Mentor Name (First, Last, Degree)
One strong sentence describing the work you did.

Publications/Presentations/Poster Sessions
Published manuscript: give full citation
Accepted manuscripts (in press): list acceptance date and bring the acceptance letter to your interviews
Submitted manuscripts: list submission gate
Manuscript in progress: List research title/hypothesis, time period for the research, & research mentors

Hobbies & Interests
Only include those hobbies that you are truly and passionately interested in. You must be ready to talk at length about anything you have brought up in your C.V.

Language Fluency (Other than English)
Include level of fluency (conversation, written, fluent, etc.)

Other Awards/Accomplishments
List only those from Medical school