

## The Basic Process

\*Propose Dissertation

\*Clinical Faculty approve you to apply for internship

-Need to submit a list of all the sites you're applying to

-They only meet every other week; pay attention to deadlines!

\*Apply to sites

\*Interview at sites

\*Turn in a rank order list of your site preferences; sites will turn in a rank order list of their preferred applicants

\*Computer matching system

-Will match to your preferences first. Example: If you rank Minneapolis VA as #1 and they have 4 spots open and rank you 1-4, you will get matched there. If they don't rank you 1-4, then it will move to your 2<sup>nd</sup> choice site.

\*You'll find out on a Friday if you got a match; on Monday where you got matched

\*If unmatched, you can go through the clearinghouse

-Some sites will not have a candidate matched to them; those spots will be open and you can apply to those via the clearinghouse

## Applications

\*Applications are very time-consuming; you'll want to set aside lots of time to work on these

\*The important things are that an application is professional (with no errors) and strongly highlights the match between your skills and the sites opportunities

\*1<sup>st</sup>—Select where you are going to apply

> [www.appic.org](http://www.appic.org) allows you to search the online directory using various criteria such as populations of interest, rotations, locations, etc.

>Several factors to consider

>Only apply to sites you are truly interested in working at

\*2<sup>nd</sup>—Application process involves several components

1. AAPI Internship application (available at [appic.org](http://appic.org))

-Includes: basic information, education/research, clinical hours, essays

-The basic info and education/research is fairly straightforward

-Clinical hours—requires much more detail than 'weekly practicum monitoring form'; examples include number of clients of each ethnicity, number of clients in group, specific types of support activities, etc

\*Recommend looking at current application so you can record as much detail as is needed

\*[www.time2track.com](http://www.time2track.com) is also a good resource

-Essays—Take up a lot of time to write...

\*Topic of essays may change each year...we had a 'personal statement', diversity, describe theoretical orientation, describe research, and 'how does this site meet your needs'

\*Will want to write early, have faculty and other students edit

\*Make sure you feel comfortable discussing in an interview everything you put in your essays. IE—if you say your theoretical orientation is ‘family-systems’ you better be able to explain family systems theory...

\*May need to write separate one for each site

-Part 2 of the AAPI is for Dr. King to fill out regarding your eligibility for internship; make sure to give him plenty of time!

2. Site Specific Material—Some sites have additional application forms or materials that are required in addition to the AAPI application
3. Vita—Keep your vita current; many sites will request a copy of it, and can include it even when not requested
4. Letters of Recommendation—Will need at least 3; some sites allow more
  - >Give letter writers plenty of time and MANY (polite) reminders
  - >Try to include writers who can highlight unique experiences you have had that relate to the sites goals
  - >Writers do not have to all be clinical; dissertation advisor is important too
5. Cover Letter—Ties your application together and makes it look professional and complete
6. You will also want to be registered with National Matching Services (a link for their website is available on appic.org). You will have to pay a fee, and they will send you your applicant code number which is the number that sites will use to rank you
  - \*Register as early as possible so you can put your applicant code number on your applications

\*3<sup>rd</sup>—Mailing applications

- >Can be very costly
- >Pay attention to deadlines to save money

### Notification of Interviews

\*APPIC will set a deadline by which they recommend that all sites notify you as to whether they want to interview you or not

\*The date listed in the APPIC directory for each site is the actual date you can anticipate hearing from them

\*Check with sites you have not heard from after the application passes

--If ‘recommended’ date is a Saturday, they may not contact you until the following Monday. It’s been recommended that you not contact them until after the next business day on which the deadline occurred.

\*May be best to wait until you’ve heard from all sites before booking flights and making reservations

### Preparing for Interviews

\*Professional business attire is extremely important

\*Practice interview questions

- Lists available from APAGS book, and faculty
- Wear business suit while practicing

- Get feedback from others
- \*Make sure you are able to ask the site some intelligent questions
- \*Be knowledgeable on the site and the area
- \*Carry-on luggage is recommended during travel
- \*Have extra copies of vita and other application materials with you

### Interview Process & Travel

- \*Most interviews involve a full day in which you will likely be interviewed by several different faculty members, meet with the current interns, and be provided with some materials on the site and rotations available
- \*At some sites, you may need to walk across campuses or around large hospitals to get to the various offices of the faculty who will interview you
  - Wear shoes that you can walk in
- \*Interviews are VERY exhausting! The more prepared you are for the interview, the easier it will be
- \*Be courteous to everyone you meet on interviews, including the other applicants
- \*You're not supposed to give away ranking information during the interviews
  - But it's important to stress why YOU are a good match for the site
- \*Grand Forks is quite possibly one of the most expensive airports to fly in and out of
  - If at all possible, I recommend going from one interview site to the next without flying back to GF in between or using a bigger hub as your homebase
- \*Be prepared for weather delays and other travel difficulties
  - Have contact information for the site with you so you can let them know of the delay
- \*When planning your travel and making decisions about hotels, rental cars, etc. make sure to take into account your own personal needs
  - Know how you will be feeling the day of the interview, and do what is necessary to minimize your stress
- \*Plan ahead for food/exercise
  - Some interview sites will offer meals; these may not meet all dietary restrictions
  - May be a good idea to carry cash with you for eating
  - The interview trail is exhausting; eating right and staying active during this time will help minimize stress
    - \*One idea is to carry some protein or cereal bars with you as you travel to avoid always having to rely on the fast-food at airports
- \*Give yourself some time after each interview to process what you liked and didn't like about the site—this will help when you go to rank the sites
- \*Thank you notes/emails are an opportunity to show courtesy for the interview as well as to remind them of who you were
  - Your notes from after the interview can be helpful in reminding you what you talked about with each interviewee
  - Still can't give away ranking information

### Ranking Lists (ROLs)

- \*Sometime in early February, you will be finished with all your interviews and will need to submit, online, a rank-order list or ROL

- \*If you write out some thoughts about each site after you interview there, this will be easier to figure out
- \*It is recommended that you rank your actual preferences rather than rank based on how you thought the interview went or anything else
  - Some sites are intentionally cold to all applicants during the interview so as to not give away any ranking related information
  - Don't rank any site that you wouldn't actually be happy at for a year
- \*Do not rank based on the so-called 'prestige' of a site; the best site is one that meets your training needs in a way that is going to best prepare you for what you want to do with your career
- \*Some sites may have more than one number to rank
  - Make sure to check with them about the matching
  - At some sites, if you match to a certain number, you can only do certain rotations whereas at other sites, the matching numbers are interchangeable
- \*Discussions with faculty can help you determine your rankings if you are unsure
- \*Once you've entered your rank-order list, be prepared to deal with a lot of anxiety and doubt in the weeks leading up to the matching date

### Matching

- \*Sometime in late February, or early March, you will be notified as to whether or not you matched to an internship site. This is typically on a Friday.
- \*If you did match, you will find out the following Monday where you got matched to.
- \*If you didn't match, then you will can go through the clearinghouse
  - In the same way that applicants sometimes don't get matched, some internship sites are left with nobody matched to their spots
  - These positions are made available on Monday through announcements posted online
  - Unmatched applicants can apply to these by submitting a vita and cover letter
  - The clearinghouse process is demanding and moves quickly; you will need to devote the day to this process.

### Other Tips and Suggestions:

- \*APAGS Internship book is a very good resource
- \*Make sure to keep track of dates and deadlines and do not underestimate the time commitment it takes to put together quality internship applications
- \*Practice providing quality case conceptualizations, answering internship questions
- \*Seek out those who work in the areas your interested in for advice about what to look for in an internship
- \*Recent grads of the clinical program are a very good resource; especially if they went to an internship program that you are considering
  - Current interns are still on the grad student list serv

## Interview Information

### *Questions Most Commonly Asked:*

1. What interests you about this site? Why did you apply to our site?
2. What is the status of your dissertation?
3. What can I tell you about the site?
4. What do you like to do for fun or more directly-how do you know you'd be happy living here?

### *Most Difficult Questions We Were Asked:*

1. What does a 4-9 profile on the Millon mean to you?
2. Tell me about a time when you had to deal with some countertransference issues
3. If you could get rid of one of the 50 states, which one would you get rid of and why?
4. What was your favorite toy when you were little, and why?

### *Questions We Asked Them:*

1. Do you anticipate any changes to the program next year (in terms of rotations, supervisors), etc.?
2. How are the rotations assigned or set-up?
3. How do you conduct supervision?
4. What is your approach to testing?
5. What are the possibilities for continuing research?

\*The APAGS book has a list of questions to ask sites and questions to be prepared to answer during interviews

-Think about and practice answering these questions

-Faculty's 'Mock interview' session was very helpful

-Have one or two cases that you are ready to talk about in terms of how you conceptualized the case (ie-where you can provide specific examples), or provided treatment (ie-one that highlights the use of your theoretical orientation)