

Email Templates: Notification from Site to Student

EMAIL (ideally by March 2, 2020) from Site to Student: No Interview

Dear Student,

Thank you for your interest in the (Site Name)'s Clinical Training Program.

During the past few weeks, our Selection Committee has been performing the difficult task of reviewing applications. We receive a number of applications each year, but the number of positions we have to offer is limited.

Because of this very difficult situation, the Selection Committee has decided that we will not be able to offer you an interview for a practicum position.

We thank you again for your understanding and wish you well in your future training.

Site DOT Site Contact Info

Pre-Notification (March 13, 2020) from Site to Student: No Offer

Dear Student, On behalf of the staff, we want to express our appreciation for your interest in (Site Name) and for the time and effort you took in interviewing for our practicum. We valued the opportunity to speak with you.

The ACEPT (Association of Chicagoland Externship and Practicum Training Sites) guidelines encourage Sites to update candidates on their status during the Pre-Notification Period. We are writing today to let you know that we will not be offering you a practicum for the coming year.

We wish you well in your future training.

Sincerely,

Site DOT Site Contact Info

Pre-Notification (March 13, 2020) from Site to Student: Intent to Offer Position

Dear Student,

Thank you for taking the time to speak with us during your recent interview for our (level) Practicum at (Site Name). We very much enjoyed the chance to get to know a little more about you and your training goals for next year. Based on your application materials and your interview, we believe that you would be a great fit for our environment. We are writing to inform you that, this coming Monday, March 16 at 9 a.m., we intend to offer you a practicum position.

As a reminder: ACEPT has provided you with standard emails you can use for the response process. As this email does not constitute an offer, you may not accept or hold it at this time. If you intend to accept the offer we will be making to you on Monday, you are encouraged to decline TODAY any other intentions of offer you may have received today (Pre-Notification Day). Doing so allows Sites and Students alike to better plan for Monday, and is encouraged under ACEPT guidelines.

If you are unsure about whether you will accept, decline or hold the offer we intend to make, you are not required to respond until Monday, March 16th after 9 am. As with all other Notification Day offers, you will have up to an hour to accept, decline, or hold.

On Notification Day, Monday, March 16th, 2020, Students may not hold more than one offer. Students may not hold an offer after accepting an offer from another Site. In an effort to be courteous to Sites and to your fellow Students, it is requested that you respond to each offer as soon as you have made your decision.

Thank you again for your time and good luck as you make a decision about your training for the upcoming year.

Sincerely,

Site DOT Site contact information

Pre-Notification (March 13, 2020) from Site to Student: Alternate

Dear Student,

Thank you for meeting with us during the interview process and we thank you again for your interest in our training program. We believe you are a very strong candidate for our training program. However, we have more applicants than positions and we have placed your application file on our alternate list.

Should any of the initial intention of offers we make be declined during this Pre-Notification Day, or should applicants decline actual offers made on Notification Day (March 16, 2020 beginning at 9 am), we will then begin e-mailing the applicants on our alternate list.

If you receive an offer from another Site on Notification Day and are more interested in training at our Site, we would encourage you to contact us on Notification Day (via e-mail or by phone) so that we can give you an approximation of where you rank on our list of alternate candidates. We hope this will help you to make an informed decision about your training needs for next year.

If at any point you decide to accept a position at another Site, we expect that you will follow ACEPT guidelines and inform us immediately via e-mail so that we can let another trainee know of our intent to offer.

We will continue to consider your application until all of our positions are full. In the event that we fill our positions prior to the end of Notification Day, Monday March 16 at 4 pm, we will contact you by e-mail to let you know this information.

I hope that this information is helpful to you as you make decisions about your training next year. We wish you well with your decision-making process.

Sincerely,

Site DOT Site contact information

Notification (March 16, 2020) from Site to Student: Offer Position

Dear Student,

Thank you for taking the time to speak with us during your recent interview for our (level) Practicum at (Site Name). We very much enjoyed the chance to get to know a little more about you and your training goals for next year. Based on your application materials and your interview, we believe that you would be a great fit for our environment and at this time we are extremely pleased to offer you a practicum position for the 2020-2021 training year.

In accordance with ACEPT guidelines, you are required to make one of the following three decisions: Option 1: You may accept this offer by e mail. Option 2: You may reject this offer by e mail. Option 3: You may hold this offer for 1 hour from the time it was sent, providing you are not also holding any other offer.

Please respond to this e-mail within 1 hour. Regardless of which option you choose, you are encouraged to communicate with Sites as soon as possible. Sending an email to 'hold an offer' is acceptable and appreciated.

You should respond by: (indicate 1 hour from the time Site sends the e-mail)

When responding please indicate which of the three options above you would like to select. If we do not hear from you within 1 hour (from the time the email was sent), our offer is considered rejected and we will be free to make an offer to someone else. Please be aware that offers will only be made until 4 pm today and any offers after 3 pm will result in a reduced amount of hold time. The Notification Period ends at 4 pm on Monday, March 16, 2020. Therefore, all outstanding offers are void at 4 pm.

As a reminder: Students may not hold more than one offer, and may not hold an offer after accepting an offer from another Site. In an effort to be courteous to Sites and to your fellow Students, it is requested that you respond to this offer as soon as you have made your decision.

ACEPT has provided you with standard emails you can use for the response process. If you accept our offer, you should notify all of the training Sites to which you applied that you are no longer available to accept a practicum offer.

Thank you again for your time and good luck as you make a decision about your training for the upcoming year.

Sincerely, Site DOT Site contact information

Notification (March 16, 2020) from Site to Student: Positions Filled

Dear Student,

On behalf of the staff here, we want to express our appreciation for your interest in (Site Name) and for the time and effort you took in interviewing for our practicum. We valued the opportunity to speak with you and see your potential as a trainee and future psychologist.

We're writing today to let you know that all of our positions have been filled and that we are no longer able to consider you for a position. We wish you well in your future training and career.

Sincerely,

Site DOT Site Contact Info

Email Templates: Notification from Student to Site

Pre-Notification (March 13, 2020) from Student to Site: Declining Intent to Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process. I very much enjoyed the chance to get to know a little more about you and your training Site for next year. Unfortunately, I am writing to let you know that I have decided to decline the offer you intended to make on Monday. I have considered my training needs and have decided to pursue alternate Sites that I believe better match my training goals. Thank you for your time and consideration and I wish you the best in the match process.

Sincerely,

Student Name Student contact information

Notification (March 16, 2020) from Student to Site: Declining Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process. I very much enjoyed the chance to get to know a little more about you and your training Site for next year. Unfortunately, I am writing to let you know that I have decided to decline your offer to train with you next year. I have considered my training needs and have decided to pursue alternate Sites that I believe better match my training goals. Thank you for your time and consideration and I wish you the best in the match process.

Sincerely,

Student Name Student contact information

Notification (March 16, 2020) from Student to Site: Holding Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process and inviting me to train with you next year. I am writing to inform you that I have received your invitation to train with you next year and in accordance with ACEPT guidelines, will be exercising my option to hold the offer for up to 1 hour (from the time the email was sent).

- I understand that if I do not respond to you within 1 hour (from the time the email was sent), that this offer is void.
- I understand that it is expected that I respond to your offer as soon as I have made a decision in an effort to be respectful to your match process and the match processes of my fellow Students.
- I understand that if I accept another position, I am to inform you of this immediately.
- I understand that I can only hold one offer at a time and have selected your site for this option.

I appreciated the chance to get to know a little more about you and your training Site. I appreciate your willingness to allow me to take up to 1 hour (from the time the email was sent) to consider my training needs and the best fit for these needs during the 2020-2021 training year.

Sincerely,

Student Name Student contact information

Notification (March 16, 2020) from Student to Site: Accepting Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process and inviting me to train with you next year. I am writing to inform you that I will be accepting your offer to train with you for the 2020-2021 training year.

I very much enjoyed the chance to get to know a little more about you and your training Site. I have considered my training goals and have decided that your Site is the best fit for these goals. In accordance with ACEPT guidelines, I will now be sending an email to other Sites that I have interviewed with to inform them that I have accepted an offer. I will also be emailing my school to inform them that I have accepted an offer to train with your Site. Thank you again for this opportunity.

Sincerely,

Student Name Student contact information

Notification from Student to Site: Accepting Another Position

Dear Site,

I am writing to let you know that I have recently accepted an offer at another Site. Although I appreciate the time and consideration that you gave to me and my applications materials, I felt that another Site would better fit my training needs in the upcoming year. I truly valued the opportunity to speak with you and I wish you well in the match process.

Sincerely,

Student Student contact info