



ACEPT

Association of Chicagoland
Externship and Practicum Training

Information for Students

2020-2021 Application Guidelines
& Interviewing Strategies

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Application Guidelines

- ▶ **Friday, January 31, 2020:** Submission of Practicum Applications Begins
- ▶ Applications typically include:
 - Cover letter
 - Vita
 - Transcripts
 - Letters of Recommendation
 - Site Specific Information (e.g., writing sample; completed coursework)
 - Signed pledge to follow ACEPT guidelines, a function that also alerts Sites to the most relevant of said guidelines. (This pledge may be found in the “practicum search guidelines” section of the [ACEPT website](#))
- ▶ Students may withdraw an application from a particular Site at any time.

Post Interviewing Guidelines

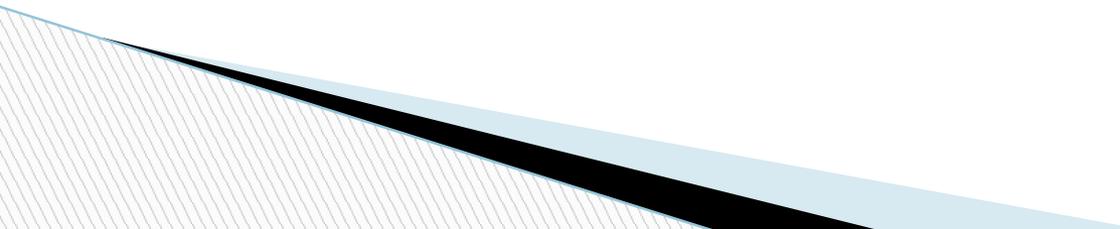
- ▶ *No offers are to be received or accepted prior to 9:00 am on Monday, March 16th.
- ▶ Pre-Notification Day is Friday, March 13th, beginning at 9:00 am and ending at 4:00 pm.
- ▶ Pre-Notification serves as notice of the intent to make an offer and is not an actual offer.
- ▶ Each site will contact applicants via email on March 13th to inform them as to whether
 - 1) there is an intent to offer a position on March 13th;
 - 2) you will be an alternate on March 16th; OR
 - 3) you are no longer being considered for placement at this site.
- ▶ Applicants are encouraged to rank-order the Sites to which they have applied. This provides for a clearer process (especially if more than one intent to offer is received at a time).
- ▶ Applicants are encouraged to decline in response to the Intent to Offer notice before 4pm on Pre-Notification Day, Friday, March 13th if they know that they will not accept it on Notification Day (March 16th, 2020).

*Does not apply to Master's applicants. Master's-level applicants may accept offers at any time.

Notification Day Guidelines

- ▶ All communications on Notification Day (Monday, March 16th) begin at 9am, and should be conducted by email, except in rare occasions. Applicants should keep a record of contacts for a period of 3 months.
- ▶ After an offer has been extended, the applicant will respond with one of the following:
 - **Accept**
 - **Decline**
 - **Hold** the offer for up to 1 hour from the time that the offer was sent.
- ▶ Students may accept or decline the offer at any time prior to the 1-hour deadline, and are encouraged to do so as soon as a decision has been made v. waiting for the hour to elapse.
- ▶ If a Student has not accepted or declined an offer by 1 hour after the time stamp on the offer email, the offer is assumed to be declined and becomes void.
 - Please verify the timestamps on email offers
 - Check spam and junk mail folders regularly during the Pre-Notification Day and Notification Day. (Add Training Site email addresses to a personal contact list)
 - Indiana-based Students should pay special attention to any differences in time zones.
- ▶ ***Students may only hold one offer at a time.***

Notification Day Guidelines, cont'd.

- ▶ If an applicant declines, the training site may immediately make another offer to a different candidate. This new candidate will then have 1 hour to respond to the offer.
 - ▶ Once Notification Day has commenced, applicants may initiate contact with a site with whom they have interviewed for the purpose of asking follow-up questions, or inquire as to the status of their consideration as an alternate.
 - ▶ Once an applicant accepts an offer, you must immediately contact all of the other sites where you remain under consideration to let the sites know that you can be removed from further consideration. This is a professional courtesy that allows the site to efficiently move forward in filling their positions.
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Post Notification Day Guidelines

- ▶ The Notification Day process of offers, acceptances, holds, etc. will end at 4:00 pm on Monday, March 16th. Any offers that have been made prior to that time will become void at 4:00 pm on March 16th, including those offers made less than 1 hour prior (i.e., between 3pm and 4pm).
- ▶ Students will not be allowed to apply for or accept offers between Monday, March 16th at 4:00 pm and Wednesday, March 18th at 9:00 am.
- ▶ The Clearinghouse process will begin on Wednesday, March 18th at 9:00 am.
- ▶ If a site has unfilled positions after the Notification Day process has ended, it will provide this information to the Graduate Programs' Directors of Training, who will share it with applicants from their respective programs, as appropriate.

Other Guidelines

- ▶ Students from Graduate Programs that do not conform to ACEPT may have different application processes and dates. Therefore, training sites have the discretion to conduct separate application processes for applicants from conforming and non-conforming academic programs. While sites must abide by the ACEPT guidelines regarding applicants from ACEPT-conforming academic programs, they may make offers prior to the Notification Day to applicants from non-conforming academic programs.
- ▶ Applicants from ACEPT-conforming academic programs must report any offers made prior to the beginning of the Notification Day (or other inappropriate behavior by sites) to their Graduate Program's Director of Training.
- ▶ Applicants should be aware that sites are to report applicant compartment issues, applicants found to be holding multiple offers simultaneously, and any other concerns to the appropriate Graduate Program's Director of Training.

“Exception” Sites

- ▶ The following three types of Sites are considered “exceptions” to the ACEPT Guidelines process (as they have different application/interview/and match timeframes):
 - **Neuropsychology Sites**
 - **Veteran Affairs (V.A.) Sites**
 - **Research-Based Hospital Program Sites**
- ▶ Students applying to any of these types of Sites should consult with the Director of Training from their Graduate Program to be sure that Sites do in-fact fall into the “exception” category.
- ▶ If students are also applying to other Sites (not listed above), they should still follow all ACEPT guidelines for those Sites.

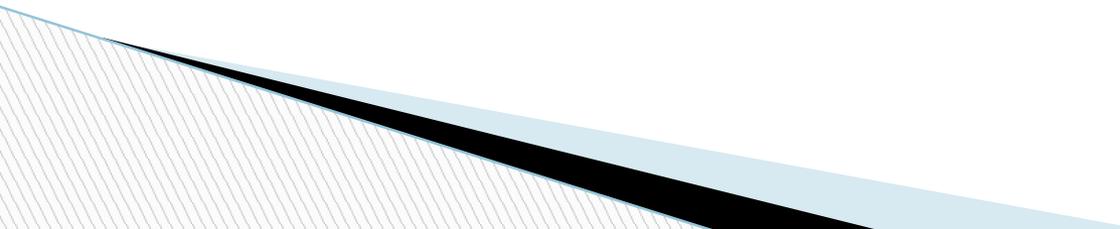
Additional Information

Please review the ACEPT Website for additional information and resources.

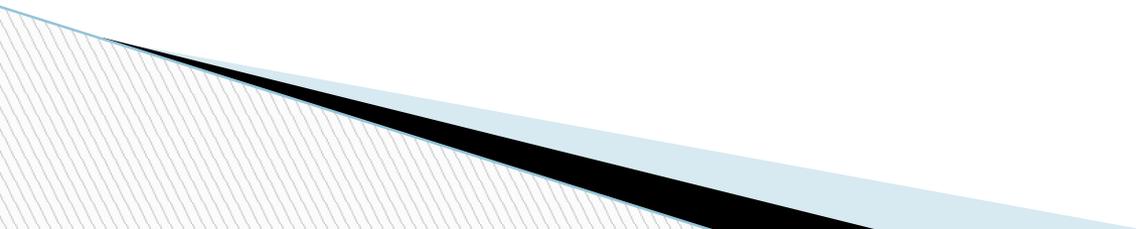
<http://www.ceptchicago.org>

- More information
- Student Conduct Pledge
- Letter templates

Questions?



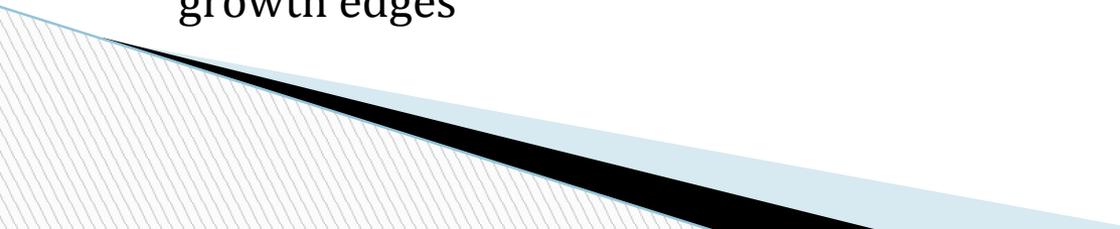
Interviewing Strategies



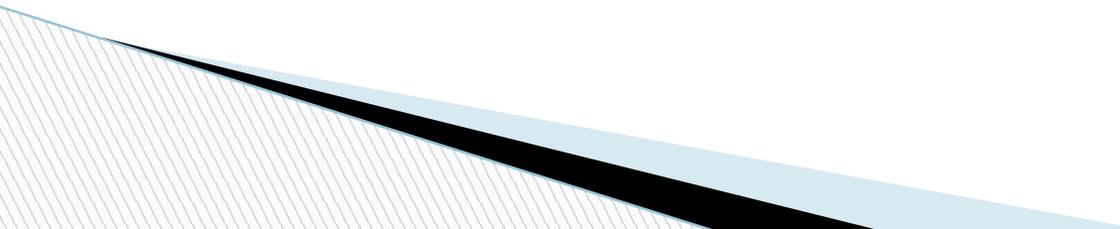
Key Elements to Convey When Interviewing

- Clinical Experience
 - Professionalism
 - Maturity
 - Knowledge
 - Communication Skills
 - Match/Goodness of Fit
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Priorities for Sites

- Clinical Experience*
 - Maturity*
 - Independence*
 - Professionalism*
 - Enthusiasm; genuine interest
 - Ability to self-reflect
 - Willingness to learn
 - Empathy
 - Mastery of subject material
 - Reliability
 - Inquisitive, thoughtful, bright
 - Well-adjusted
 - Flexibility, Team Player
 - The ability to think on their feet under pressure
 - Openness to training and supervision; ability to acknowledge and work on growth edges
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Types of Interviews

- In-Person
 - Individual
 - Group
 - Open House
 - Phone
 - Skype
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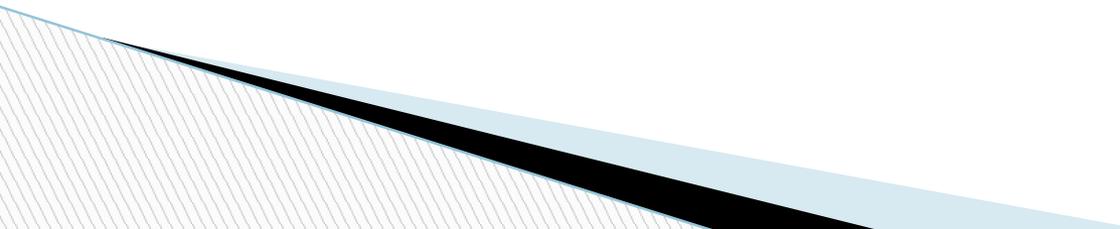
“Big 3”

For all interview types, remember:

Social Skills

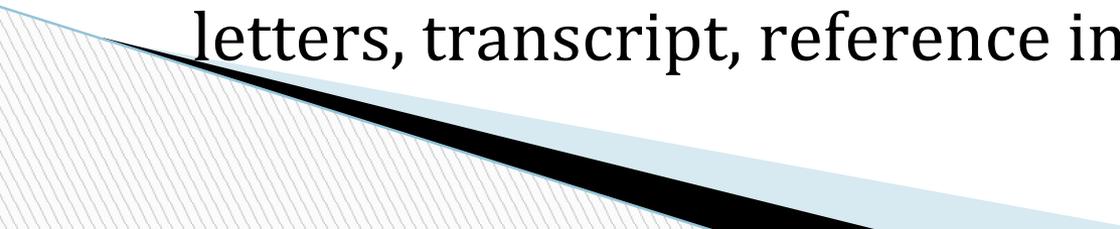
Enthusiasm

Fit



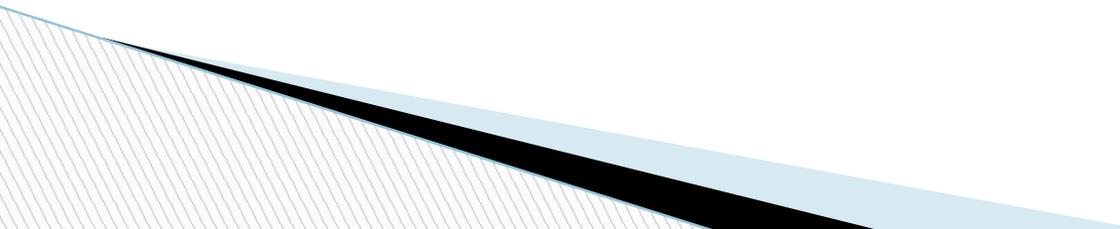
Preparation

Before the interview

- Prepare for performance anxiety at the interview. Prepare to reduce it and be prepared to manage it.
 - Know your resume
 - Know the site well
 - Determine ahead of time what you want to stress in the interview (your assets, why that site, your questions) & gather your paperwork—take a CV, letters, transcript, reference info
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Preparation

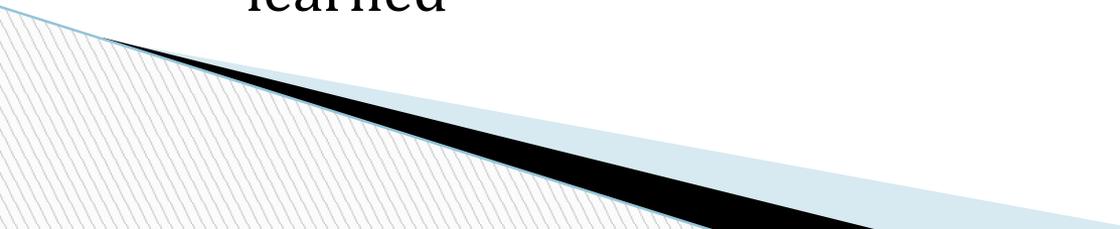
Before the interview, continued

- Be inquisitive about what the site offers. Get specifics.
 - Show some flexibility in your answers
 - Dress is very important. Come in business professional clothing
 - Be on time (early)
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Preparation

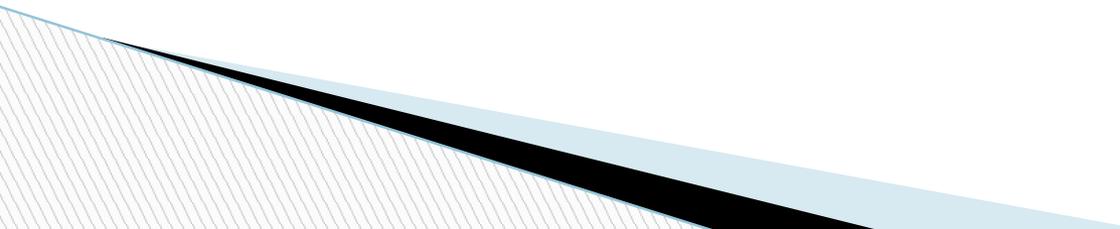
Responding to Interview Questions

Remember “STAR”—be clear and concrete in your responses

- ST: Situation or Task—describe the context in which the behavior or action took place
 - A: Action—steps that you took to handle the situation or resolve the problem
 - R: Results—explain the outcome, implications, what you learned
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Preparation

Attending to your non-verbals

- Eye contact—maintain while being spoken to & while speaking, but don't glare/stare
 - Facial expressions—how do you look when interviewing (frowning? scared? bored?)
 - Posture—stand tall, walk upright, sit straight
 - Gestures—genuine gestures, natural & meaningful
 - Space—be cognizant of personal space
- 

Preparation

Topics you should be able to address

- ▶ Your clinical training experience
 - What kinds of cases do you work well with/are difficult for you
 - How your experience fits with our program/clients/setting?
- ▶ Why you chose this site
- ▶ Your theoretical orientation
- ▶ Your strengths and weaknesses
- ▶ How you work with people who are different from you
- ▶ Why a site should choose you over an applicant of seemingly equal qualities/ What sets you apart from other applicants
- ▶ Your thought process when you select tests for a battery
- ▶ How you handle conflict, including an example and the outcome
- ▶ How you handled a difficult situation with a client? What was the outcome

Preparation

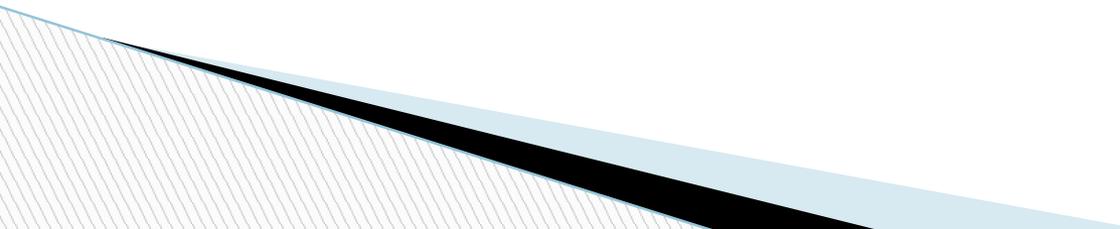
Information to consider about the site

- How long is the training year commitment?
- ***Are there any days of the week that are mandatory?***
- What are the start and end dates?
- What are the hours?
- Can I work on the weekends? Or at night?
- Is there a set time/day for supervision?
- Is there a mandatory orientation/training prior to the start date?
- What model of supervision do you utilize?
- Will there be any allowance for time off? (e.g., during the holidays when school is out)

Preparation

- Reflect closely on personal-professional goals and training needs and ask questions accordingly.

Practice, Practice, Practice!



*Thank you
and
enjoy the
Practicum Fair!*

