

Intern Selection Procedures

Arizona Psychology Training Consortium

www.azpa.org

The Arizona Psychology Training Consortium is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). Each Consortium training site is obligated by the Affiliation Agreement to follow all the procedures of the APPIC national computer matching system.

Cardinal Rule: **Sites may not make offers or agreements with intern applicants before the national Uniform Notification Day.** That means that sites may not ask interns how they will rank the site in the national computer match, tell interns how the site will rank them, or offer internship positions. Any attempt to circumvent the national matching procedures could put the Consortium's membership with APPIC in jeopardy. In the Consortium, only the Training Committee may make an offer through the national computer matching process. The actual APPIC policy reads as follows:

This internship site agrees to abide by the APPIC policy that no person at this training facility shall solicit, accept, or use any ranking-related information from any intern applicant.

Applicants are encouraged to apply to the Consortium between September 1st and December 1st of each year. Sites may choose to accept applications that were postmarked after that date until December 31st.

Sites must [review the application materials of all applicants between December 1st and December 10th](#). Even if the site supervisor knows that a particularly strong applicant, such as a former practicum student, is applying, the site must still review each completed application packet.

Applicants send complete application packets to each training site that is of interest to them. In addition, they also send a complete application packet to the Consortium office at the Arizona Psychological Association, which is used for documentation purposes. The Consortium does not verify the accuracy of the applicant's materials. Internship application packets must include the following materials: Cover letter describing the applicant's interest in your specific training site, the AAPI standardized internship application form, the verification of internship readiness form (Part II of the AAPI), doctoral program transcripts, and three letters of recommendation.

Sites should carefully review the applicant's written materials and give each applicant a numerical ranking on the Applicant Selection Criteria form. The AAPI includes detailed essays describing the applicant's clinical and research interests, so the site can assess some of the subjective aspects of an intern applicant's interests and training that influence the compatibility between supervisors and supervisees. Each of the ten criteria on the Applicant Selection Criteria form is rated on a one to ten scale. One item,

doctoral studies or internship from an Arizona program, is obviously only a zero, if they applied from a program from another state, or a ten, if they applied from a doctoral program within Arizona. The final score, between zero and one hundred, is your summative evaluation of their written application materials.

Each training site has the choice of whether to personally interview applicants or not. It is completely acceptable to make ranking decisions based solely on the written application materials. If you choose to conduct interviews, then you may interview as many applicants from the total applicant pool as you choose. For example, if you have ten completed applications that you reviewed, you may choose to interview the top five. Whatever format you choose for interviewing must be offered to all the applicants who you choose to interview. For example, if you interview two people who live in Phoenix in person then you must offer personal interviews to applicants who live out of state too. The best procedure is to interview everyone the exact same way, whether it is in person or by telephone.

Every applicant should be notified by the site whether the applicant will receive an interview or not. The **Applicant Interview Notification form must be mailed to the applicant by the site. It must be received by all applicants by December 14th.** The Applicant Interview Notification form tells each applicant whether he or she is no longer under consideration, being evaluated solely by their written materials, or going to receive a personal or telephone interview. If you are interviewing, the form can be used to schedule a preferred interview time. Applicants may request an alternate interview time if that is acceptable to you too. This national notification procedure allows applicants who are applying to sites across the United States to schedule their travel. **The alternative is to contact each applicant directly, by phone or email, to inform her or him of your decision. If you use email, then you must send each applicant a personal email message and not a broadcast email message that would be read by others.**

If you choose to conduct interviews, they may be either group interviews or individual interviews. You may use either a structured interview procedure or an informal interview style. As the Consortium develops a national reputation, and the number of applications increases, structured group procedures become more time efficient for sites. **Interviews may be held between December 1st and January 13th.** Based on your interviews, you may wish to complete the optional Behavioral Observations or Concerns section of the Applicant Selection Criteria, since interview information may affect your final ranking.

The final applicant rankings should be listed on the Applicant Selection Criteria forms. Your top choice should receive a rank of one, your second choice a rank of two, etc. You are encouraged to rank as many applicants as you choose. It is important to remember that most internship applicants are applying to at least ten different sites, so you may not get one of your top choices. Each site may rank their own applicants in any way that they choose. For example, three sites could all rank the same applicant as their first choice because the APPIC computerized ROLIC system treats each site independently. The intern applicants submit their own rankings, so both the internship sites and the applicants determine which applicants will go to which sites.

Applicant Selection Criteria forms must be submitted for applicants who you chose not to interview too. Each form should have a Final Applicant Ranking on it. If an applicant is unacceptable, then give the applicant a rank of zero.

Copies of the Applicant Selection Criteria forms should be mailed directly to Andy Hogg by January 31st. His address is Flagstaff Child and Family Counseling Center, 408 North Kendrick, Suite 3, Flagstaff, AZ 86001. Do not fax or email them.

As stated previously, the cardinal rule is that you may not ask applicants how they will rank your site or tell them how you will rank them. You are prohibited from making either formal or informal internship offers. The Training Committee will do that on Uniform Notification Day.

The Training Committee does the actual computer ranking procedures. Briefly, the Training Committee enters your applicant rankings into the ROLIC computer program under your National Matching Service site number. Applicants submit their rankings using the same procedure. Sites who are requesting more than one intern will follow the same procedure, ranking as many intern applicants as you choose on the Applicant Selection Criteria forms.

In February, applicants and sites are informed by the APPIC computer system whether they have matched or not. The Training Committee will inform you of the results of the computer match. The Training Committee will contact both you and your new intern to confirm the internship placement. If you matched through the national match, then both the intern applicant and the site are required to accept the match as a binding legal commitment. You cannot refuse to hire an intern, or choose someone else, after the matching process.

If you did not receive an intern through the national computer match, then you have two options. First, you may choose to participate in the APPIC Clearinghouse procedures. The Clearinghouse is essentially a computerized career fair where sites that are seeking interns post their openings. Intern applicants without sites apply to the available positions across the country and are given telephone interviews by the sites. Most of the Clearinghouse positions are filled within the first two days, so the process is fast-paced and frantic. Many excellent intern applicants are matched through the Clearinghouse. The Training Committee will assist you if you choose to seek an intern through the APPIC Clearinghouse. Please reserve all day on national match day to actively participate in Clearinghouse intern selection and interviewing procedures. Second, you may seek unmatched intern applicants in other ways. For example, you may call a director of training at a local university and see if they have anyone who may be interested in your site. Applicants may apply to your site at that time even though they did not apply before the December 1st deadline.

You should contact the intern soon after the matching process is complete. It is recommended that you have the intern complete the Psychology Intern Training Agreement in March so that you have a common understanding of your training goals.

The internship training year begins in August. The Consortium will inform you and your intern about orientation and starting dates.

Because this is a complex process, you may wish to consult with any of the following persons on the Training Committee:

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Another helpful resource is the Arizona Psychological Association website at www.azpa.org. There is a link to the Arizona Psychology Training Consortium. The website contains application information, site descriptions, forms, and procedures.

The final resource is the APPIC website at www.appic.org. The APPIC website describes the national computer matching process in detail. It includes answers to commonly asked questions.

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