

# Postdoctoral Residency Selection Procedures

Arizona Psychology Training Consortium  
[www.azpa.org](http://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 of the APPIC postdoctoral residency selection procedures.

[Postdoctoral residency applicants may apply to the Consortium throughout the entire year.](#) There is no national computer matching system at the postdoctoral level.

The Consortium tried to align the postdoctoral residency process to the national computer internship process, but many interns don't start to look for postdoctoral residencies until spring of their internship year. Consequently, we switched to a year round selection process. You may receive postdoctoral residency application at any time, just like other job applications. It is entirely up to you how long you wish to review applications for an open postdoctoral residency position. Residents usually start their postdoctoral residencies in either February or August.

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. Application packets must include the following materials: Cover letter describing the applicant's interest in your specific training site, curriculum vita, doctoral program transcripts, and three letters of recommendation. In addition, each applicant must submit verification that he or she should be eligible for postdoctoral residency by August 25, 2007. Verification may be done by submitting a transcript that documents their degree, a letter from their director of training at their graduate program, or a letter from their dissertation chair. Of course, eligibility for a postdoctoral residency is dependent upon completion of research requirements and internship. Applicants may not begin their residencies until they have fulfilled all the requirements for a Ph.D., Psy.D., or Ed.D. degree. They are not required to have received their diploma at a graduation ceremony, since the conferral of the doctoral degree is separate from program completion.

Even if the site supervisor knows that a particularly strong applicant, such as a former practicum student or intern, is applying, the site must still review each completed application packet.

Sites should carefully review each applicant's written materials and give each applicant a numerical ranking on the [Applicant Selection Criteria](#) form. Postdoctoral residency applicants do not submit the APPIC AAPI internship application form. For residents,

evaluate the quality of their writing in their cover letter, which should describe their personal interest in your particular training site. 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 or internship 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.

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.** 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 it is acceptable to you too. **The alternative is to contact each applicant directly, by phone or email, to inform her or him of your decision. If you choose email, then it must be a personal email message to each applicant and not a broadcast email message that could 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. 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.

Your top choice should receive a rank of one on the Applicant Selection Criteria form, 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 residency applicants are applying to several 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. If several sites want the same residency applicant, then we will make a collective decision based upon the applicant's stated interests and needs.

Applicant Selection Criteria forms must be submitted for applicants who you choose 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.

Mail copies of the Applicant Selection Criteria forms to Andy Hogg. His address is Flagstaff Child and Family Counseling Center, 408 North Kendrick, Suite 3, Flagstaff, AZ 86001. Do not fax or email the Applicant Selection Criteria forms.

**The cardinal rule is: You are prohibited from making either formal or informal offers of employment.** All postdoctoral residency offers are made by the Consortium Training Committee. The Training Committee will contact you to confirm the postdoctoral residency placement.

If you did not receive a resident through the Training Committee's matching process, then you have three options. First, you may decide not to have any residents during that particular training year. For example, you may have been seeking applicants that met very specific criteria and none of the applicants who you ranked matched with your site. You may decide to wait until next year. Second, you may decide to consider new applicants who submitted an application after your own deadline. Third, you may seek available residents in other ways. For example, you may call one of the directors of training at a local university and see if they know anyone who may be interested in your site.

You should contact the resident soon after the matching process is complete. It is recommended that you have the resident complete the Psychology Resident Training Agreement soon after the selection so that you have a common understanding of your training goals. The Consortium will provide an orientation on our policies and procedures to the resident.

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

John Stapert, Ph.D.  
President  
17235 North 75<sup>th</sup> Avenue  
Suite E-170  
Glendale, AZ 85708  
623/486-3001  
[Jstapert@ix.netcom.com](mailto:Jstapert@ix.netcom.com)

Michael Redivo, Ph.D.  
Co-Director of Training  
Southwest Education Center  
4433 North 7<sup>th</sup> St.  
Phoenix, AZ 85014  
602/277-3925

[Mredivo@aol.com](mailto:Mredivo@aol.com)

Andy Hogg, Ph.D.

Secretary

Flagstaff Child and Family Counseling Center

408 North Kendrick

Suite 3

Flagstaff, AZ 86001

928/774-6364 X 24

[andyhogg@cfcc.com](mailto:andyhogg@cfcc.com)

Another helpful resource is the Arizona Psychological Association website at [www.azpa.org](http://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](http://www.appic.org). The APPIC website describes their selection standards and rules. It includes answers to commonly asked questions.

*Revised 11/29/07*