

TIPS ON NAVIGATING THE UNIFORM NOTIFICATION DAY

Uniform Notification Day: Monday, April 5th, 2010, 8:30 am to 12:00 noon

BEFORE THE DAY

Review the CAPIC Policy on Offers and Acceptances, which can be found on the CAPIC website, on the Internship Agencies page, or using this link:

http://www.capic.net/material/Internship_Search/2010%20CAPIC%20policy-%20Internship%20Offers%20&%20Acceptances.pdf

Everyone at the agency involved in the intern selection and notification process should review these detailed guidelines that clearly set out what you can and cannot do.

By March 22, 2010 (two weeks before the UND), notify all applicants who you will not be considering for an internship slot.

Not only is this notification required by CAPIC membership guidelines, but it simplifies the Notification Day by reducing the number of applicants to contact by 12:00 noon. Use your agency's historical application/acceptance statistics to determine how many applicants will be considered for offers. You may wish to send letters to all applicants— notifying those that you will not consider as well as those that you will. You may only communicate that applicants are still in the running, not that they will receive an offer or be alternates.

Make your selection and prepare the call list.

Determine to whom you will make call offers, in what order, and whom you will call next if an offer is rejected. You may rank your applicants in order of preference, or arrange them in groupings by characteristics (e.g. based on experience, schools, etc.), or any other logical means. Clarity and preparation will save you time on Notification Day and increase your odds of securing preferred interns. Delay in extending offers risks that candidates will have accepted offers elsewhere.

Decide who will make the calls.

Whether only the training director or all members of the selection committee participate in extending offers, make sure there is clarity and consensus on this obvious fact before the calling day.

THE DAY OF

As soon as possible after 8:30, call the applicants to whom you wish to extend an offer.

Before making the offer, verify that the applicant has not accepted any other offer. Make the offer **in person**. Offers cannot be left on voicemail or sent via email. Applicants may

accept on the spot but may hold the offer until 12:00 noon to accept or reject it. You may not rescind the offer before 12:00 noon, but offers not accepted by 12:00 noon are deemed canceled.

Next, call the alternates as soon as you have extended all offers.

Let the alternates know how many positions are left, how many offers are still being held and how many have accepted. Encourage alternates to continue to check in about the status of the outstanding offers. If you determine that an alternate has accepted an offer elsewhere, remove the candidate from the call list. Call your alternates back with the available offers as soon as they come available.

When all positions are filled, notify all candidates that were not selected.

As soon as you know that candidates will not be considered for positions, you must call them. If you cannot reach an applicant by phone, you must send a letter post-marked within 72 hours of the UND.

If all positions have not been filled...

You may continue to extend offers to candidates and alternatives after the 12:00 noon deadline and/or you may also contact CAPIC offices at capicadmin@capic.net, or by phone (415) 955-2034 to list the vacancy in the CAPIC Clearinghouse. If you extend an offer after 12:00 noon, be sure to set a reasonable time that an applicant may consider the offer. Offers extended after 12:00 noon on UND do not have an automatic expiration time.

AFTERWARDS

Document the verbal agreement for internship.

It is recommended that you draft a letter with the date, time, and circumstances when the offer was made and accepted. It may also be beneficial to recite the salient points of the internship—the proposed duration, half-time or full-time status, the funding, if any, etc. This letter should be kept in the agency files and may also be sent to the interns and the training directors at their respective doctoral programs. Legally, such a letter may constitute a contract and may protect the agency in various ways.

Communicate with CAPIC about the status of the Clearinghouse.

If you post a position onto the CAPIC Clearinghouse, please let CAPIC know when the position is filled. CAPIC will update the online list of agencies participating in the Clearinghouse every Monday morning. In order to continue your listing in the Clearinghouse, please submit an update every week to capicadmin@capic.net. We will forward the Clearinghouse List to all of our doctoral program members each week.