



# Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

## APPLICATIONS DUE APRIL 30<sup>TH</sup>

### APPLICATION & SELECTION PROCESS

The Advanced Leadership Training Program (ALTP) will accept approximately 45 fellows for the Class of 2020. Only complete applications will be considered and reviewed. Factors that weigh significantly on the final application score include: the quality of the essays, applicant experience and readiness for the program (as demonstrated through their resume or CV), and the letters of recommendation. Fellows will also be selected to achieve a diverse cohort of fellows, representative of many types of organizations and many geographic areas.

APPLICATION TIMELINE	
January 21, 2019	Application Process Open
<b>April 30, 2019 by 11:59pm</b>	<b>Application Due Date</b>
By June 7, 2019	Notification regarding application outcome
July 8, 2019	Program Start Date – Materials Sent to Fellows
August 14, 2019 at 10:00am	Start of First Training Session*

\*A complete program schedule can be found online at <https://www.rihel.org/programs-training-and-events/altp/program-schedule/>.

If selected, the applicant is expected to participate in the program. The tuition (\$4495) is payable upon acceptance into the program and due by July 1st. Tuition covers program instruction, coaching, materials, shared lodging, and most meals (about two meals during the program are on your own). Transportation arrangements and expenses to and from the events are the responsibility of the fellow.

### CHECKLIST

#### Step I - Sign up for an application login

Go to the [online application portal login page](#) and click create a login under the “SIGNUP” section. Once you have signed up, you may work on the application, or leave and return to the login page later to work on an unfinished application. Be sure to remember the email address and password that you created - they are needed each and every time to login to your application. At this point, you will receive a confirmation email that your login has been created.

#### Step II - Create Application

Once logged in, you will be directed to the main menu. Select “Create or Edit Application” to open and create your new application.



# Advanced Leadership Training Program

## APPLICATION INSTRUCTIONS & CHECKLIST

**APPLICATIONS DUE APRIL 30<sup>TH</sup>**

---

### Step III - Complete all 10 sections of the online application

#### GENERAL INFORMATION

Complete the General Information page of the application, by providing the following:

- 1. **Personal Information** – descriptive information about you
- 2. **Work Information** – current employment and work contact information
- 3. **Home Information** – your home or alternative contact information
- 4. **Preferred Contact for Program Related Communication from RIHEL** – the best email, phone and mailing addresses at which to reach you
- 5. **Education** – information about the institutions you attended and degrees held
- 6. **Other** – how you heard about the program and your plans for tuition payment

#### SIGNATURE PAGES

### 7. Upload Application Signature Pages

Print and fill out the **three** Application Signature Pages:

1. **Fellow Responsibilities and Agreements** - to be filled out by the applicant
2. **Supervisor Nomination** – to be completed and signed by the applicant’s employer
3. **Background Check Authorization** - requires the applicant’s signature and other information to perform a background check. Acceptance into the Advanced Leadership Training Program is contingent upon the satisfactory results of a criminal background check. This page authorizes this check and provides the necessary information to conduct it.

The completed Signature Pages must be uploaded to your online application by April 30<sup>th</sup>.

#### RESUME/CV

### 8. Upload Resume or Curriculum Vitae (CV)

**Your resume/CV will be reviewed as part of your application.** The reviewers are looking for experiences that demonstrate your readiness to participate in the program, and your current or future potential to apply what is offered in the program. Upload your resume or CV in .DOC or .PDF format using the upload fields provided in your application.

#### ESSAYS

### 9. Complete Essays (A-E)

Complete the five essay questions. Your essays should be prepared as a document and then copied and pasted into the fields provided (this will avoid the loss of information in case of technical difficulties). The five essay questions are provided here, but each answer needs to be submitted in the appropriate field of the online application. The response to *each* question should comprise approximately 250 to 500 words. The answers to these questions are read carefully and scored by a panel of reviewers. Scores depend heavily upon the



# Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

**APPLICATIONS DUE APRIL 30<sup>TH</sup>**

---

insight and leadership potential demonstrated in the answers to these questions. The answers should be thoughtful and prepared with care. **This is a very important part of the application.**

- A. *Please share your concept of leadership and describe a recent example of something you've done that illustrates your own leadership style.*
- B. *What do you expect to gain by participating in the Advanced Leadership Training Program, and how do you hope to use what you've gained through the Program?*
- C. *What contributions have you made in your professional role that reflects/demonstrates your capacity as a leader?*
- D. *In your personal vision of the future of health and/or the environment, what would you like to see, and what is motivating you to pursue it?*
- E. *Describe a health disparity or an environmental injustice that is important to you and describe a possible remedy for that condition. (Definitions of "environmental justice" and "health disparities" are offered below\*).*

**\*Environmental Justice:** *Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. ... It will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.*

<https://www.epa.gov/environmentaljustice>

**\*Health Disparities** *are differences in the incidence, prevalence, mortality and burden of diseases and other health conditions that exist among specific population groups. (NIH, NIH strategic plan to reduce and ultimately eliminate health disparities. 2001)*

## REQUEST RECOMMENDATIONS

### 10. Enter Names and Email Addresses for Recommendations (2 required)

Complete the "ADD/EDIT RECOMMENDATION REQUESTS" page. Two recommendations must be received, and it is strongly suggested that one be from your current employer (if applicable). Provide the first name, last name and email addresses for the people who will provide recommendations for you. The system will automatically send an email message to your recommenders with instructions on how to complete the online recommendation. Recommenders are asked to respond to the following five items:

1. Please describe your relationship with the applicant, including the frequency of your observations, interactions, conversations or work with the applicant.
2. Please describe the applicant's typical leadership style and describe an example of the applicant using that style. Please comment on the effectiveness of this style.



# Advanced Leadership Training Program APPLICATION INSTRUCTIONS & CHECKLIST

**APPLICATIONS DUE APRIL 30<sup>TH</sup>**

---

3. From your personal knowledge or observation, please list some of the significant contributions that the applicant has made to his or her professional field that demonstrate leadership capacity.
4. Will the applicant have an immediate or near-future opportunity to apply the leadership knowledge and skills gained from participation in the Advanced Leadership Training Program? [Yes/No]. Please explain:
5. What is the applicant's strongest personal quality which distinguishes and qualifies him/her for selection to participate in the Advanced Leadership Training Program?

Recommenders will be notified that the deadline for submitting recommendations is April 30th, **but it is your responsibility to make sure that two recommendations are received by the deadline in order for your application to be considered complete.**

## ☐ Step IV - Review your application

The last step prior to SUBMITTING your application is to review it. Go to the "Review" section of the online application:

### REVIEW

This screen will show ALL of the application fields (with the exception of the Recommenders names and email addresses). Review all of your responses to confirm that everything is accurate and complete (including the receipt of two recommendations and the upload of all required documents.)

**NOTE:** To confirm your two recommendations have been received, you will need to go to the "ADD OR EDIT RECOMMENDATION REQUESTS" page (link on the main menu) and check the "Status" of your recommendation requests

- If the Recommendation has been completed, the following text will appear in the "Status" line: *This person has responded to your recommendation request and no further changes to the information above can be made at this time.*
- If the recommendation has not been received, you may send another request by clicking the "Resend Request" link on the "Status" line for that recommender.
- If you need to replace a recommender, please delete your initial request and add the new request.

## ☐ Step V - "SUBMIT" your application

ONLY WHEN YOUR APPLICATION IS COMPLETE, will a "SUBMIT" button will appear on the bottom of the "REVIEW" page. Click that button to submit your application.

**Applications must be Submitted by April 30<sup>th</sup>.**

Please direct any questions to Jen Stachelski at 303-871-2097 or [jen.stachelski@rihel.org](mailto:jen.stachelski@rihel.org).