## APPLICATION & SELECTION PROCESS

The Advanced Leadership Training Program (ALTP) will accept approximately 45 fellows for the Class of 2021. 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 recommendations. 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 29, 2020 | Application Process Open |
| **April 30, 2020 by 11:59pm** | **Application Due Date** |
| By June 5, 2020 | Notification regarding application outcome |
| July 1, 2020 | Program Start Date – Materials Sent to Fellows |
| August 19, 2020 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 ($4750) 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 and create a Profile

Go to the **online application portal login page** and click create a login under the "**Sign Up**" section. Once you have signed up, you will be able to create a profile. When you've created the profile, you may continue on to 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. You should receive a confirmation email that you've created a login.

☐ ## Step II - Create Application

Once logged in, you will be directed to the main menu. Select "**+Get Started**" to open and create your new application.

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

### APPLICATION

Complete the main Application, providing the following:

❑ **Work Information** – current employment and work contact information

❑ **Education** – information about the institutions you attended and degrees you hold

❑ **Resume/CV** – upload your current resume' or 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/CV in a MS Word-compatible or .PDF format using the upload fields provided in the application.

❑ **Other** – how you heard about the program, and your plans for tuition payment, and scholarships

❑ **Essays** - Complete the five essay questions (A-E). Your essays should be prepared as a document and then copied and pasted into the fields provided (to 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 be approximately 250 to 500 words. (If your essay is less than 250 words, you probably haven't said enough; if it is over 500, you have probably said too much.) The answers to these questions are read carefully and scored by a panel of reviewers.  Scores depend heavily upon the 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 "health disparities" and "environmental justice" are offered below*).

*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)*

*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*

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*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**

## RECOMMENDATIONS

❑ Enter Names and Email Addresses for Recommendations (2 required)

Complete the "Recommendation Request" form.  Two recommendations are required for your application, and it is strongly suggested that one recommendation 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.

You are encouraged to contact your recommenders personally and let them know to expect an email from RIHEL with the recommendation request. The request email is system-generated, and sometimes get trapped by firewalls or ends up in spam/junk folders. Please let your recommenders know that if they do not see the email in their Inbox to check their spam/junk folders to see if it is there.

Please feel free to share the following questions with your recommenders in advance.

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.
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 are informed that the deadline for submitting recommendations is April 30, **but it is your responsibility to make sure that two recommendations are received by the deadline to be able to submit your application.**

From the Recommendation Request form, you can send a system-generated reminder to your recommender to complete the recommendation. If you need to replace a recommender, please "**Delete**" the line for that person and enter the information for your new recommender.

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## SUPERVISOR NOMINATION

❑ Enter the Name and Email Address for Your Supervisor Nomination

To participate in the Advanced Leadership Training Program, applicants must have stated support from their supervisor, acknowledging the tuition, time and resources necessary for successful participation in the program. Your application may not be submitted until your supervisor completes this form.

Supervisors are informed that the deadline for submitting their nomination is April 30, **but it is your responsibility to make sure that the supervisor nomination is received by the deadline to be able to submit your application.**

From the Supervisor Nomination Request form, you can send a system-generated reminder to your supervisor to complete the nomination. If you need to replace your supervisor, please "**Delete**" the line for that person and enter the information for your new supervisor.

## BACKGROUND CHECK AUTHORIZATION

The Advanced Leadership Training Program requires all applicants complete a criminal background check authorization. Your application cannot be submitted without this authorization; however, the Background Check Authorization will not be part of the Application Review.

You will need the following information to complete your background check authorization:

- Your full legal name, and any other names you have (legally) gone by in the past, such as a former or maiden name.
- Your birthdate, social security number, driver's license number and state in which it was issued.
- Address(es) you have lived at going back through seven (7) years, and the dates you lived at the address(es).

Acceptance into the Advanced Leadership Training Program is contingent upon the satisfactory results of a criminal background check. Background checks will only be done on applicants accepted into the Advanced Leadership Training Program.

## FELLOW RESPONSIBILITIES AND AGREEMENTS

The Fellow Responsibilities and Agreement form acknowledge the tuition, time and resources necessary for successful participation in the Advanced Leadership Training Program. This form is required as part of your application.

## ❑ Step IV - Review your application

The last step prior to submitting your application is to review it for accuracy and completeness.

Under the main navigation page for your application (**Homepage > [your name]**), you can **View** your answers to the Application in a continuous document, as the reviewers would see. Each part of the application – application, the recommendation request, supervisor nomination request, background check authorization and fellow responsibilities and agreements – can be

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viewed separately to confirm that the two Recommendations and the Supervisor Nomination have been received, and your Background Check Authorization and Fellow Responsibilities and Agreement are complete (designated by ⊘ Complete).

## ❑ Step V - "SUBMIT" your application

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

## Applications must be Submitted by April 30th.

Please direct any questions to Jen Stachelski at 303-871-2097 or **jen.stachelski@rihel.org**.