

# **Fellowship Application Process**

## **ELIGIBILITY REQUIREMENTS**

Applicants must meet the following eligibility requirements for the postdoctoral training program:

1. Completion of doctoral degree, including defense of dissertation, from an APA accredited doctoral program before the fellowship start date.
2. Completion of an APA-accredited psychology internship program before the fellowship start date, September 1.

Failure to meet the above qualifications prior to the fellowship start date could nullify an offer to a candidate.

## **APPLICATION CHECKLIST**

To apply candidates should submit the following:

1. A cover letter that describes your training goals and how our post-doctoral fellowship program will help you achieve those goals. In your letter, please describe how your previous training and experiences relevant to the post doc qualify you for this fellowship training. Further, please discuss your general career goals.
2. A curriculum vitae
3. Three letters of recommendation from faculty members or clinical supervisors who are familiar with your professional development and training.
  - a. We require Letters of Recommendation (LORs) from the Pre-doctoral internship Training Director and from the Graduate Program Director of Clinical Training. At minimum the letters should indicate the likelihood of completion of the internship and appropriateness for degree conferral in time to start the postdoctoral fellowship.
4. Graduate transcripts may be submitted but are not required.

The cover letter and CV are to be mailed or emailed to the psychology department secretary (Loretta Galvan). Letters of recommendation must be sent directly from the recommender's institutional email address to Ms. Galvan's email (lgalvan@utah.gov).

Please compile all materials and send your application in one packet by mail or electronically in one file (with exception for letters of recommendation, which should be sent directly by the authors) to the Utah State Hospital.

Please send applications to:

Loretta Galvan  
Psychology Department Secretary  
Utah State Hospital  
P.O. Box 270,  
1300 East Center,  
Provo, Utah 84603-0270  
(801) 344-4276  
lgalvan@utah.gov

If you would like confirmation of receipt of application, please include a self-addressed, stamped postcard, which will be mailed to you upon our receipt of your information.

Fellows are considered State of Utah employees and, therefore, must meet all employee requirements, including a background check, and drug screening.

## **APPLICATION EVALUATION**

Each set of application materials received by the due date will be reviewed by members of the selection committee. Independent ratings are based on professional training and experiences thus far, writing, and professional letters of recommendation. The selection criteria focus on all aspects of the application materials, with emphasis placed on background training, experience, and an applicant's clear articulation of training goals and professional aspirations, and overall fit.

After a score is calculated, the selection committee addresses significant discrepancies in scores, and determines the cut-off score to participate in the interview process.

Interviews are typically planned for February, but this can vary based on the schedules of applicants. In addition to being interviewed by members of the Selection Committee, applicants will have the opportunity to meet current interns, fellows, and staff members, as well as participate in a tour of the facility. Telephone interviews are available for applicants who are unable to attend in person.

Following all interviews, the Selection Committee will meet to identify the top candidates and alternates for the two postdoctoral positions. These selections are based on an integration of file and interview ratings, with the entire list of interviewees being reviewed to ensure that all candidates have received fair and equal consideration.

The Clinical Psychology Postdoctoral Program at Utah State Hospital has membership in the Association of Psychology Postdoctoral and Internship Centers (APPIC) and will abide by all APPIC guidelines regarding fellowship recruitment and notification procedures.

Applicants with questions about the postdoctoral fellowship or about the Utah State Hospital please contact:

Amanda L. Rapacz  
Psychology Training Director  
Utah State Hospital  
P.O. Box 270,  
1300 East Center,  
Provo, Utah 84603-0270  
(801) 344-4474  
[arapacz@utah.gov](mailto:arapacz@utah.gov)