



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures

Fellow Selection Policy

Revised 07-01-14

- 1. Review of Applications:** The application review process is coordinated by the Student Coordinator under the supervision of the Director of Clinical Training and in collaboration with the Chiefs of Psychology at each facility. Applicants can apply to only one primary placement and the faculty involved in psychology training at that placement hold the primary responsibility for the review and screening of applications. A standardized “Application Review Form” is used by faculty to determine the potential fit of the applicant with the placement and overall program. Each reviewer rates the applicant on items related to program admission requirements, preparation for the placement, and the congruence between placement and the applicant’s goals and previous training. Once the match is complete, Application Review Forms are forwarded by faculty members to the Student Coordinator who scans and stores them electronically for a minimum of seven years (the maximum accreditation cycle). A copy of the Application Review Form for applicants who match is kept in the fellow’s file by the Primary Advisor.
- 2. Invitations to Visit Days:** Decisions about extending invitations for Visit Days are made by the faculty at each placement and are communicated to the Student Coordinator. Applicants to be invited are contacted by a faculty member from the primary placement who schedules the visit. Three Visit Days are scheduled in January and it is expected that all visits will happen on those days. In rare circumstances, applicants may visit on a date other than the formal Visit Days, with faculty notification of such a visit to the Director of Clinical Training. Faculty members notify the Student Coordinator of the visit dates for applicants attending the Visit Days and also provide the names of applicants who will not be invited. The Student Coordinator provides email notifications to applicants who will not be invited. Such notifications occur by the deadline posted on the APPIC website.
- 3. Interview Rating:** Each faculty interviewer from the primary placement evaluates the applicants he or she interviews using a standardized “Interview Rating Form”. This form is used to document the interviewer’s perception of the adequacy of the applicant’s preparation for the placement, interpersonal skills, and overall fit for the placement and internship. Other interviewers, if any, (e.g., program leadership, secondary placement faculty) are asked to complete these forms and provide them to the appropriate primary placement faculty member. Current fellows meet with applicants for the benefit of the applicants and are to provide no feedback to faculty members about the applicants either in written form or informally through casual conversation about the applicants, unless the fellow observes behavior of major concern. Once the match is complete, Interview Rating Forms are forwarded by faculty members to the Student Coordinator who scans and stores them electronically for a minimum of seven years (the maximum accreditation cycle). A copy of the Interview Rating Form for applicants who match with this program is kept in the fellow’s file by the Primary Advisor.
- 4. The Ranking Process:** Each primary placement is responsible for constructing its rank list for the APPIC Match. The Chief of Psychology at each facility creates the internal procedure for establishing

rankings and also approves the final rankings, which are then forwarded to the Student Coordinator. The Student Coordinator, under the supervision of the Director of Clinical Training, enters the rankings into the APPIC match system. A print out from APPIC of the confirmed match list is emailed to the primary placement supervisors for their verification and signature, attesting that the rankings are correct. Once verifications are received from all primary placement faculty members, the match list is declared final by the Director of Clinical Training. Applicants who are no longer under consideration and will not be ranked are not notified of this decision. In accordance with APPIC match rules, those applicants who will be ranked do not receive any ranking related information from the program and its faculty.