

Healthcare Management Fellowships Search Checklist

According to the American College of Healthcare Executives, a postgraduate administrative fellowship is “a preceptor-directed program designed to nurture independence and experiential learning by an individual who has recently obtained a master’s degree. As such, it represents a way to assist new entrants to the profession in their transition from academically acquired knowledge to the actual management of healthcare organizations.

The fellowships are well structured, typically lasting from one to two years, and involve a mix of rotations in specific departments as well as general assignments and exposure to senior leadership and strategic thinking. While the sponsoring organization may offer the fellow permanent employment, it is not required to, nor is the fellow obliged to accept such an offer.”

The following checklist has been developed to help you with searching and applying for fellowships in the field of healthcare management.

_____ Develop your own personal set of criteria for evaluating what fellowships would be best for you. Consider things such as:

- Your academic interests
- Your career goals
- Size and type of the institution
- Any geographical preferences – including urban and rural
- Whether you prefer project-based work or rotations
- The quality of the work offered by the institution
- The institution’s investment in its fellows, including any hiring statistics

_____ Search for fellowships through a variety of means:

- The American College of Healthcare Executives has a directory of postgraduate administrative fellowships. The directory can be found at: www.ache.org/postgrad/directory.cfm.
- Check with Clarkson University Career Services for additional resources on fellowships.
- Go to the websites of institutions that interest you to find information about their fellowship program, including their application process.
- Search for fellowships using comprehensive and reliable job boards like www.indeed.com and www.simplyhired.com, or simply Google “healthcare management fellowships.”

_____ Cast a “wide net” in terms of applications. Prioritize your applications – from most interested to least interested, based on your criteria.

_____ Start the search process early and manage your time. Historically, most fellowships begin at the end of spring/early summer. Avoid being overwhelmed by the process by doing things in “small chunks.” Don’t save things until the last minute.

_____ Read the fellowship announcement/description very carefully. Ensure that you meet all of the stated requirements before you start to devote time and effort to the application process.

_____ Make note of all application deadlines (for each and every fellowship you plan to apply to). Highlight them on your calendar and plan enough time beforehand to safely meet each deadline. Expect the unexpected, so build in enough time to accommodate distractions, detours and competing priorities.

Make sure to note whether the final deadline is for postmark or for receipt of the application. Develop a checklist of the requirements and a reasonable timeline for completing each one. Keep a spreadsheet – be extremely organized.

_____ Follow all instructions on the fellowship application to the letter. Take the time to read all of the fine print. You want to avoid any technical disqualifications and/or the impression that you can’t/won’t follow instructions.

_____ Answer all applicable questions on the application. Limit yourself to the space provided, unless you are specifically invited to expand. Aim for quality, not quantity. Consider readability.

_____ Be prepared to submit these documents as part of your fellowship application:

- Online Application
- Cover Letter
- Resume
- Official Graduate Transcript
- Official Undergraduate Transcript
- At Least Two Letters of Recommendation
- Personal Statement
- Essay Question

_____ Use the following resources to help write your personal statement:

- Writing Personal Statements Online
www.e-education.psu.edu/writingpersonalstatementsonline/
- Writing the Personal Statement
<http://owl.english.purdue.edu/owl/resource/642/01/>

_____ Research the organization/institution thoroughly. This can include using LinkedIn to connect with former fellows, and conduct informational interviews for inside information. Determine, from your research, what makes you a good “organizational fit.”

_____ Ensure that there are no grammar, spelling or typographical errors in any of your documents. No matter how qualified you are, an error of this nature could instantly disqualify you from the position.

_____ Get your cover letter, resume, personal statement and essay question critiqued by Clarkson University Career Services, as well as trusted others. The value of “fresh eyes” can help you refine your documents for submission.

_____ Ensure that your cell phone (or the number of whatever phone you provided as part of your contact information) has a professional voicemail message.

_____ Check your online presence. If someone from the fellowship interview team conducted an online search using your name, what would they find? Is your LinkedIn Profile updated, complete and dynamic? Do you have any embarrassing photos on your Facebook Page? The image you project should reflect that of an aspiring professional.

_____ Prepare for the fellowship interview. Expect an initial phone interview (or two), and then an onsite interview if you’re successful in the first phase. The general rule of thumb is that on the phone interview – sell yourself; at the onsite interview – be yourself.

_____ Contact Clarkson University Career Services to discuss interviewing techniques, and to conduct a mock interview.

_____ If offered a fellowship, expect a very short timeframe to say “yes” or “no.” Institutions will be looking for quick decisions. Know what you want and why you want it. There will be no time for hesitation.

_____ Overall, be authentic. Display a genuine enthusiasm and a humble confidence.

For more information about healthcare management fellowships go to:

www.ache.org/postgrad/splash.cfm.