December 2016 Externship Handout #3
The Selection Process

All decisions about who is selected for an externship are made by the hosting organizations. They have complete control over this decision. The Career Center simply facilitates the process.

After the application deadline on October 3, 2016, we will create a packet of applications for each externship and then send the packets to the organizations. The selection process will then proceed as follows:

1) The hosts read through the applications and then either contact students they wish to conduct a brief interview with (by phone or Skype), or they will make their decisions based on just a reading of the application materials. They have a deadline of Thursday, October 20, to notify the Career Center of their decisions.

2) Notifications to applicants regarding selection will begin on Friday, October 21 and will continue over a period of 3-5 days until all the externship positions are filled. Please be patient if you do not hear from us in the first day or two, as this process is very complex and takes time.

3) All students receiving an offer have 24 hours from the time their offer email was sent to accept or decline the offer. This is why it is essential that you talk with your family about each of the externships you apply to, including any of the ones for a possible second round of selections, BEFORE you apply. You need to know that you can accept any of the externships that may be offered to you. If there is no response from the student within 24 hours, the offer will be forfeited and the externship position will be offered to the next alternate on the ranked list.

4) Possible second round of selections. If at the end of the initial notification period there are still externships that are not filled, the Career Center will hold a quick second round of selections by asking hosts to consider additional resumes for their unfilled position(s). Students will be able to indicate on the 2016 Externship Application Form which additional externships, beyond the three that they formally applied for, they would like to be considered for in a potential second round. See screenshot from the application form below.

C) Possible Second Round of Application. It is possible that some externships may not be filled after the initial round of selections. In this case we might offer externship hosts a packet of resumes of additional eligible applicants.

Please check ALL additional externships you would like to be considered for in a possible second round of applications. If you would like to select all of the externships in any one section, just click the box beside the section heading in caps.

Check individual externships or check only the ARTS/MUSEUMS box to select all externships in this section.
- ARTS/MUSEUMS
- Animal Adventure, Design, Development & Sales Extern
- Brandt & Hochman Literary Agents, Inc., Literary Extern

Questions? Contact Brian Murphy (bmurphy@carleton.edu; x4446) or Ashley Belisle (abelisle@carleton.edu; x4212) in the Career Center.