

Saint Joseph's University

Interview with Staff Psychologist

**Finding and Applying for Jobs**

- 1) What are some examples of the types of counseling-related positions in your organization?

The counseling positions that are available include doctoral and post-doctoral practicum students. There are also full-time staff positions available in the Counseling Center- They are licensed clinicians.

- 2) How do you recruit for positions? If there are multiple methods, which do you prefer?

We use PICS, which is Positions in College Counseling Centers. We also advertise in local newspapers. Many students know about our career opportunities in the surrounding areas.

- 3) Can you describe the application process for your organization, including all the materials you request (letters of recommendation).

The application materials needed depends on the position a candidate is applying for. Post-doctoral students require letters for recommendation. Staff positions require cover letters and references.

- 4) What advice do you have for candidates seeking internship experiences or full-time work?

We suggest candidates have prior experience in college counseling centers. We also hope that applicants are a little further in their training. Post-doctoral students must complete their program requirements and dissertation before applying. Requirements for staff differ depending on if they are applying for an entry-level position.

- 5) Do you ever recruit from colleges or universities? Do you attend career-fairs?

There are many referrals from local universities. Philadelphia has many schools in the surrounding area. We do not attend career fairs.

## **Resume**

- 1) What do you require- a resume or a CV?

There is no preference for either a resume or CV. We are looking for an applicant who is counseling-centered. We want someone who has proven experience and good clinical application.

- 2) How important is it for counseling candidates to list their theoretical orientation they have knowledge of/and or demonstrated?

We appreciate knowing applicants theoretical orientation. We are looking for someone who is a good fit for the center. While we value a variety of theoretical orientations, we tend to lean psychodynamic. We want someone who can convey who they are but also be clear and concise when describing their conceptualizations.

- 3) What is the level of detail you prefer in the “experience” sections of the resume? (Populations served, specific tasks, methods/or assessments used, outcomes).

We like to see applicants that are well versed in clinical work. We are not so much preoccupied with outcome data. We look to see if applicants systemically see clients both long and short-term.

- 4) What are some mistakes you have seen candidates make on resumes or CVs?

Applicants should be aware of inserting one position or company name for another in their cover letter. We also check to see if candidates have a significant gap in their resume; this is something they should address in their cover letter. Candidates should also be clear in their cover letter, make sure it is proof-read, and be articulate.

## **Interviews**

- 1) How does the interview process work? How many rounds, and who conducts them?

If there are many applicants, we sometimes have an additional phone screening. After the phone interview, we typically invite 3-4 applications to campus for an interview. They are full-day interviews with the entire staff and the outside campus is also involved.

We review all practicum applications and the interviews last around 40 minutes. The counseling center staff conducts the interviews.

- 2) In your opinion, what is the best way for a candidate to prepare for an interview in your organization?

I believe candidates should have a true sense of the University and Counseling Center. They should look online and compare our campus to other Universities. They should be able to recognize specific and unique programs at St. Joes. It is important to be flexible in presenting various cases and approaches. We look for someone who can “go with the flow” in interviews.

- 3) Certainty all candidates should be prepared to answer any question during an interview but what or which do you believe are most important?

With the various questions we ask during interviews, we are trying to get a true sense of the clinician. We want to know how they think and feel about therapy. We are trying to understand what their therapy has looked like with clients in the past.

- 4) Is there someone that ultimately makes the hiring decision?

We talk about the hiring decisions as a staff. Other outside committees also weigh-in. We try to make a group consensus. The director, however, usually finalizes the decision and also the Vice President of Student Affairs.