



Applying for 2018 Mental Health Outreach Fellowship in SmarterSelect: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for the PA Foundation’s Mental Health Outreach Fellowship using the SmarterSelect platform.

Where to Apply

Start by navigating to the PA Foundation’s website at <https://pa-foundation.org/mental-health-outreach-fellowship/>. Review the fellowship overview and criteria/qualifications to determine whether you are eligible to apply. If so, click the “Apply Now” button. You will be taken to the SmarterSelect application platform.

Beginning Your Application

On the SmarterSelect landing page, you’ll see an overview of the 2018 Mental Health Outreach Fellowship program, which includes a description of the fellowship, eligibility requirements, and additional program-related details. You can preview the application form before beginning the process by clicking the “Preview” link.

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2018 Mental Health Outreach Fellowship

Deadline: January 31 2018 at 11:59 PM EST (Midnight)

DESCRIPTION

The PA Foundation Mental Health Outreach Fellowship is designed to connect PAs’ clinical expertise and compassion to community need with a specific emphasis on mental health. Tapping into the established and growing community outreach program developed by NCBH, the fellowship seeks to equip a pilot cohort of 16 PAs to conduct outreach in their communities as trainers using the validated Mental Health First Aid (MHFA) curriculum.

The goal of the MHFA program is to improve the mental health knowledge and skills of the U.S. public in an effort to prepare individuals to recognize and respond to signs of early-stage mental illness and mental health crisis, offer and provide initial help, and guide a person toward appropriate professional support. This program may be likened to CPR (cardiopulmonary resuscitation), a familiar community health education training which has prepared laypeople to respond to cardiac emergencies for several generations.

As Mental Health First Aid instructors, Mental Health Outreach Fellows will serve as presenters, facilitators and ambassadors of the Mental Health First Aid USA program. Fellows should be comfortable presenting to a group of adults and facilitating groups.

Application Process

We estimate it will take approximately 30-45 minutes to complete the application form. You can save your progress and return to the application as many times as you need before submitting.

REQUIREMENTS

Applicant must be a PA or PA student and a member in good standing of the American Academy of PAs (AAPA).

NUMBER OF AWARDS

16

PREVIEW

[Preview](#)

[Apply](#)

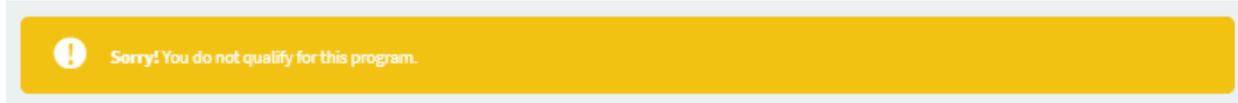
Already have an application started? [Sign In](#)

Click the green “Apply” button to begin.

You'll be taken to a screen titled **"Eligibility to Participate."** Answer the two yes/no questions to determine whether you are eligible to apply.

The screenshot shows a web form titled "2018 Mental Health Outreach Fellowship" with a deadline of "January 31, 2018 at 11:59 PM EST (Midnight)". The section is titled "Eligibility to Participate" and asks the user to answer two questions to determine eligibility. The first question is "Are you a PA or PA student?" with radio buttons for "Yes" and "No". The second question is "Are you currently a member in good standing of the American Academy of PAs (AAPA)?" with radio buttons for "Yes" and "No". A green "Submit" button is located at the bottom of the form and is circled in red.

If you answer "no" to either of the questions, you are not eligible to apply. You will see the following message and will not be able to continue in the application process:



If you answer "yes" to both questions, you will continue on in the application process.

Creating Your SmarterSelect Account

You will see a **"Create New Account"** screen.

The screenshot shows a "Create New Account" form with fields for "First Name", "Last Name", "Email Address", and "Confirm Email". There is a "Preferred Language" dropdown menu currently set to "English". Below this is a question "Do you wish to receive text message notifications?" with radio buttons for "Yes" and "No". The "No" option is circled in red. At the bottom of the form is a blue "Submit" button, also circled in red.

This is an optional feature that will send you automatic text messages regarding application status updates and other program-related reminders/notifications. The text messages will appear to come from several different phone numbers.

Fill in the requested information and click "Submit." Note: you have the option to sign up to receive text message notifications. If you select this option, you will receive an automatic text message notification when you successfully submit an application. You may also receive a reminder notification prior to the deadline if you have started but not yet submitted an application.

Completing Your Application

After creating your account, you will be taken to the **“Eligibility to Participate”** screen again. Please complete the questions (even though you have already completed them once, the system requires you to do so again once you are logged in). Then click **“Submit.”**

2018 Mental Health Outreach Fellowship
Deadline: January 31 2018 at 11:59 PM EST (Midnight)

Eligibility to Participate
Please answer the following questions in order to determine your eligibility to participate in the Mental Health Outreach Fellowship if selected.

Are you a PA or PA student? *

Yes
 No

Are you currently a member in good standing of the American Academy of PAs (AAPA)? *

Yes
 No

Submit

The **“Applicant Information”** page will appear. Fill in the requested information.

1. Applicant Information

First Name *

Last Name *

AAPA Member ID *

Employer *

Job Title *

Applicant Mailing Address *

Address 2

City *

State *

Country *

Zip Code *

Primary Phone Number *

Secondary Phone Number

Gender *

Ethnicity *

I would describe my community as (check all that apply): *

Urban
Suburban
Rural
Frontier

Next ->

PAGES

- Applicant Information
- Pre-Application Per...
- Application
- Reference Letter
- Applicant Attestati...

Track your progress within the application by viewing the right-hand sidebar.

You can click “Save” at any time while working through the application; however, note that you will be taken out of your current spot in the application and back to the main dashboard.

After you’ve completed the page, click **“Next”** to continue.

You will be taken to the next page, **“Pre-Application Personal Assessment.”** This section is designed to help you determine your own level of readiness to become a Mental Health First Aid instructor. Your answers will not be reviewed or scored – the questions are simply there to help you think through your own preparedness and decide whether to continue on in the application process.

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Deadline: January 31, 2018 at 11:59 PM EST (Midnight)

Page 2 of 5

2. Pre-Application Personal Assessment

Instructions
This self-assessment is designed to help you determine your level of readiness to become a Mental Health First Aid instructor. Your self-assessment scores will not be considered in the review process, should you choose to apply. Please rate yourself on the following items using the scale provided below.

Before the Training

I have solid knowledge of the goals of the Mental Health First Aid program. *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

I have solid knowledge of mental health, mental illness and substance use. *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

During the Training

I have cleared my schedule of any conflicts during the timeframe. *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

I am ready to give adequate time to work on my exam and presentation. *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

After the Training

I am willing and able to spend an average of 40 additional hours learning the curriculum prior to teaching my first course. *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

I intend to solicit feedback from others to improve my instruction (i.e. other instructors, participants). *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

Interest

I am passionate about teaching a mental health public education model of intervention. *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

Destigmatization of mental health and substance use disorders is important to me. *

Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly agree

Navigation:
Applicant Information
Pre-Application Per...
Application
Reference Letter
Applicant Attestati...

Fill out each section of the personal assessment – “Before the Training,” “During the Training,” “After the Training,” “Interest,” “Interpersonal Skills,” “Regulation,” and “Organizational Skills.”

If you feel you are ready to proceed with the application process based on your answers, click “Next” and continue filling out the application.

Previous **Next →** Save Cancel

You will be taken to the next page, **“Application,”** where you will complete the short answer portion of the application. This page is divided into three sections:

- “Applicant Experience & Qualifications”
- “Understanding of Program”
- “Strategic Plan for Implementation”

There are 15 questions total on this page. Insert your response to each question in the space provided. Note: maximum word counts are provided for each question. The word count of the copy you enter will appear underneath the answer field, bottom left corner.

The screenshot shows the application interface for the 2018 Mental Health Outreach Fellowship. The page is titled "2018 Mental Health Outreach Fellowship" with a deadline of January 21, 2018, at 11:59 PM EST. It is page 3 of 5. The "3. Application" section is active, showing three sub-sections:

- Applicant Experience & Qualifications:** Contains three questions (1, 2, 3) with text input fields. Question 1 asks why the applicant wants to become an instructor (max 200 words). Questions 2 and 3 ask for personal/professional and adult instruction experiences in mental health (max 300 words each).
- Understanding of Program:** Contains two questions (6, 7) with text input fields. Question 6 asks what "mental health" means to the applicant (max 200 words). Question 7 asks for factors creating/maintaining stigma (max 150 words).
- Strategic Plan for Implementation:** Contains two questions (12, 13) with text input fields. Question 12 asks for examples of networking (max 200 words). Question 13 asks for a plan to implement the program (max 400 words).

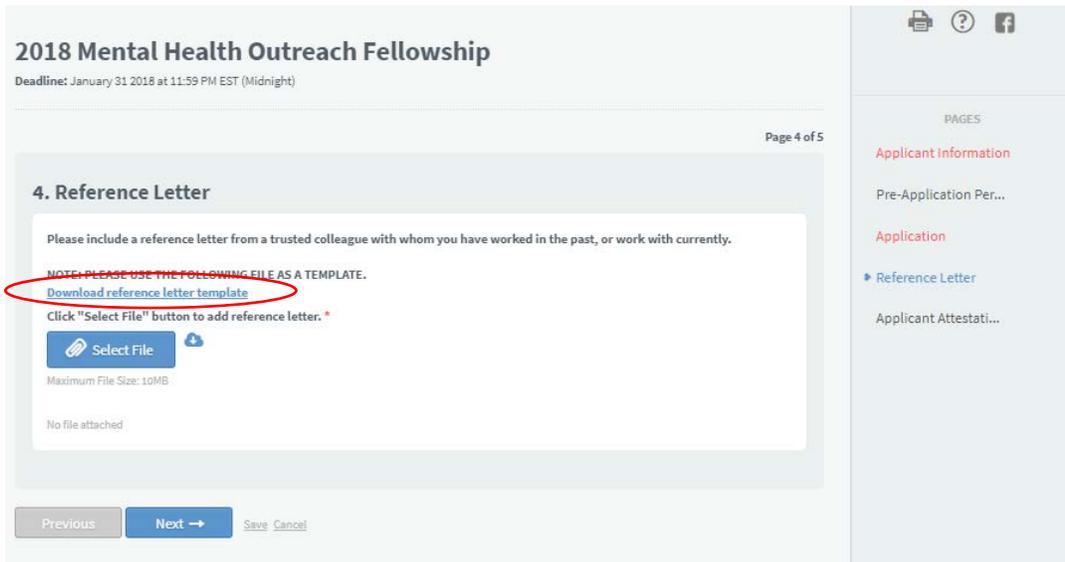
Each question has a "Test" label and a word count indicator below the input field. A sidebar on the right shows a "PAGES" menu with links for "Applicant Information", "Pre-Application Per...", "Application" (highlighted), "Reference Letter", and "Applicant Attestat...".

Once you have completed all 15 questions, click “Next” to continue.

The screenshot shows the navigation bar at the bottom of the application. It contains four buttons: "Previous" (disabled), "Next →" (highlighted with a red circle), "Save" (disabled), and "Cancel" (disabled).

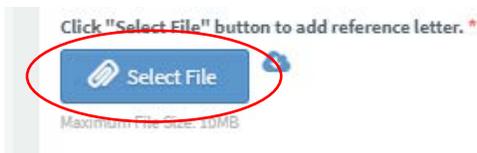
Remember: you can save at any time (by clicking the gray “Save” link at the bottom of the screen) and return to your application later.

You will be taken to the **“Reference Letter”** page. Click on the blue link that says **“Download reference letter template”** to view/print the blank reference form.



Send the form electronically to the individual you select to serve as your reference. Ask him/her to complete the form (it is a fillable document) and send it back to you.

Once the form is completed and returned to you, click the **“Select File”** button to upload it into your application.



When the file is uploaded, you’ll see the file name in gray font underneath the button. The button will now say **“Replace File”** – click it if you need to replace the document with a different file.



Click **“Next”** to continue.

You will be taken to the **“Application Attestation and Signature”** page. Read the statement and type your name to indicate your agreement with the statement.

Click the “Submit” button.

You will see a pop-up confirmation message. Click “OK” to continue.

A “Success” screen will appear if you have successfully completed all elements of the application.

Note: If you failed to complete any required component of the application, you will receive the following message when you click “Submit”:

Click on the page(s) highlighted in red in the right-hand menu in order to complete the missing information and then submit again.

From the “Success” screen, you can choose to print a copy of your application.

To return to your home dashboard, where you can view your submitted application, click the blue “My Applications” link in the upper right-hand corner. To sign out, hover over your account name in the upper right-hand corner. You will see a “Sign Out” option in the drop-down menu.

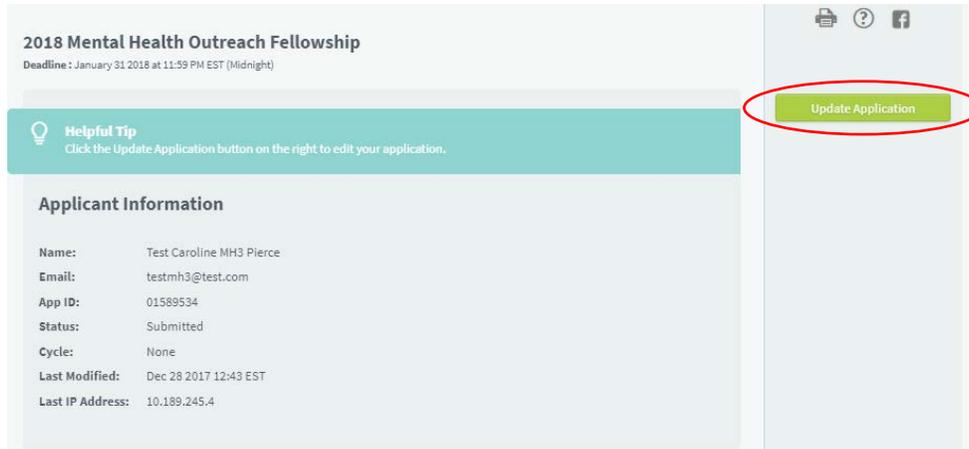
SmarterSelect

My Applications Test Caroline MH3 Pierce ▾



Note: you will receive several automatic email notifications from the SmarterSelect system throughout the application process. These are triggered when you create an application, update your application, and successfully submit your application. You will also receive text message notifications – which appear to come from several different phone numbers – if you sign up to receive them when you create your account.

Note: If you’d like to make any changes to your application prior to the application deadline, you can do so by logging into your account (<https://app.smarterselect.com/login>), clicking on your submitted application, and clicking the “Update Application” button in the right-hand menu.



Congratulations! You have completed your application.

Contact Information

If you have any questions about the application process as you go, please contact:
Caroline Pierce, Communications and Program Manager
571-319-4510
cpierce@aapa.org

If any technical issues or glitches arise as you complete your applications, you are welcome to contact SmarterSelect support directly at support@smarterselect.zendesk.com.