**ADFPF Communication Guidelines**

*(revised November 15, 2023)*

The communication guidelines and examples below are provided to assist applicants and program directors understand what types of communication are and are not acceptable during the applicant recruitment process.

**General principles**

Forensic psychiatric programs across the U.S. aim to support applicants in their search for fellowship positions that best fit their professional goals.

Whether applying internally within their university or looking for a position outside of their home institution, fellowship applicants are encouraged to explore all the programs that interest them before deciding where to pursue forensic psychiatry training.

Programs will follow the ADFPF guidelines as listed on the AAPL website.

Program directors will not make offers prior to the agreed upon offer date (September 16, 2024)

Program directors will allow applicants 7 calendar days to accept or reject an offer and will not pressure applicants to decide sooner.

At the discretion of the fellowship program, internal applicants who are interested in staying within their institution for fellowship may receive interviews and offers from their local program prior to the interview period set by ADFPF.

**Example statements that are acceptable for Program Directors to make:**

***General statements:***

“If you are an applicant from another university or an applicant from our university who is interested in interviewing at forensic programs other than our university, we will encourage and support you to look at all programs that during the interview period that may interest you and suit your professional and personal goals.”

***Internal applicants:***

“If you are an internal candidate from our university who is interested in applying only to our program, our fellowship program can offer you an interview and notify you of your acceptance before the formal interview period starts.”

***Offers and acceptance:***

“After you have looked at programs and decided on your top choice, you may want to communicate your interest to your top choice program. Because making an offer that is not quickly accepted ties up a slot and puts the program in a difficult position, many program directors will be more inclined to make an offer if they are confident it will be readily accepted.”

“If you are most interested in our program and have completed interviews at all other programs that interest you, you can notify us before the end of the interview period, and we can let you know on September 16, 2024, whether we have a forensic fellowship position for you at that time.”

“I think you’d be a good fit with our program. If you decide you’d accept an offer to come here, let me know, and if we have an open position at that time, we’ll offer it to you.”

“Enclosed is a formal offer of a forensic fellowship at our program. Please note that this offer expires at close of business seven (7) calendar days after it was made. If you are still interested after that time, please contact me to ascertain whether the position is still available.”

**Example statements and actions that are NOT acceptable for Program Directors to make:**

*Impermissibly early offer:* “We would like to offer you a position in our program.” (On a date prior to SEPTEMBER 16)

*Exploding offers:* “We would like to offer you a position in our program. However, we need a formal answer by tomorrow [or any period less than 7 days]. Otherwise, we will need to offer the position to someone who is willing to accept it.”

*Contingent offers*: “You’ll need to let us know if you would accept an offer as soon as we’d make one, or you probably won’t be getting an offer from this program.”

*Too much pressure offer:* “If I were to offer you a fellowship slot in my program, are you prepared to accept it right now?”

Asking collaterals to convince the applicant to accept the position at a certain program.

Asking the candidate to reveal the names, geographic locations, or other identifying information about programs to which they have or may apply.

Insinuating the candidate’s only or best option would be at a certain program or dissuading an applicant from pursuing another program.

Expressing to the applicant disappointment or impatience in their taking time to reflect on their decision to choose a program.

Asking about personal details such as marital status, parental status, plans to have children, ethnicity, religion, or sexual orientation. (If candidate raises questions about such issues, it’s OK to discuss them.)