



## CANDIDATE SELECTION PROCESS

Thank you in advance for your interest in the ERC Programs for Positive (P4P) Peer Educator Certification program. ERC will conduct one P4P training cycle per year, contingent upon program funding. Please be advised of the following: ***No ERC staff member may verbally extend the application deadline, guarantee a candidate's acceptance into the program, and/or assist a candidate with their application.*** The information below will assist you in preparing for the selection process.

### APPLICATION

Each applicant must submit a completed application by the established deadline. Applications must be accompanied by a resume. Submissions received without a resume or incomplete applications will be considered nonresponsive and will not be reviewed. Applicants must also submit a letter of recommendation and/or commitment from an affiliating agency. Applications may be submitted via email or fax as listed below.

**Fax:** (404) 410-1187

**Email:** [P4P@ERC-Inc.org](mailto:P4P@ERC-Inc.org)

Please type "***P4P Program Application Submission***" in the email subject line

### SCREENING

1. All completed applications received by the established deadline will be screened based on the P4P eligibility criteria, and the quality of each candidate's application, resume, and letter of recommendation. A select group of applicants will be invited to participate in a more intense level of evaluation.
2. No more than 20 candidates will be interviewed for each P4P training cycle.
3. Eligible applicants will be ranked based on the strength of their interview, resume, and reference letter. The diversity of representation among and across agencies will also be considered.

### ELIGIBILITY CRITERIA

At a minimum, P4P Candidates must:

1. Be currently enrolled in care, and have been in HIV care for at least one (1) full year.
2. Be HIV positive and at least 18 years old.
3. Be affiliated with an agency, in the role of Volunteer Advocate, Client Navigator, or equivalent.
4. Be in recovery for at least two (2) years, if the candidate has a history of substance misuse.
5. Exhibit effective verbal and written communication skills.
6. Show willingness and readiness to discuss and disclose HIV status.
7. Be committed to advancing equality of services for PLWHA.

## **INTERVIEW PROCESS**

Interviews for the P4P programs will be conducted by an independent interview panel, consisting of individuals who are external to Empowerment Resource Center. Therefore, members of the ERC P4P program staff or leadership team will be unable to advise candidates on the status of applications.

1. ERC will set up interviews and allot the same amount of time for each applicant.
2. Interviewees will be contacted in advance and advised of the time, date, and place for the interview, the expected length of the interview, parking availability, and the interview process.
3. ERC may also ask each applicant to bring additional program-related information, such as reference letters or writing samples.
4. Candidate interviews will be scored based on a 5-point Likert scale.

## **REFERENCES**

References will be checked to verify employment/affiliation history, confirm what was learned during the interview, and obtain recommendations.

## **SELECTION**

All applicants will be categorized as accepted, wait-listed, or denied. Candidates will be notified of their status at the same time by the established deadline.

We look forward to receiving your application packet. Good luck!