



**Riverside
Young
Professionals**

Application & Information Packet

Revised 10/19

Riverside Young Professionals Application

Applications must be submitted to the Human Resources Department no later than: November 15, 2019

Purpose

Riverside Young Professionals (RYP) is a voluntary group intended to provide up to 25 selected Riverside employees with exclusive and unique Riverside leadership development opportunities designed to provide a deep view of Riverside Healthcare, access to Riverside Senior Management, opportunities to network with other Riverside team members with similar interests, and participation in community service. This program meets one evening per month, starting in January 2020 and ending in June 2021.

Riverside Young Professionals Selection Criteria

Selection of the Riverside Young Professionals' members is based on several criteria, including work performance, approval from current Riverside Director, typed one page essay, and two written references/names. At the time of the application, applicants must also be a .9 FTE or greater, preferably between the age of 21 years and 41 years, been employed at Riverside Healthcare in any Riverside corporation in a non-Leadership Council position, and have minimum education of a high school diploma/GED.

Riverside Young Professionals Agreement and Understanding

If chosen as a participant of the Riverside Young Professionals group, participants understand time to participate in meetings, events, community support, assignments and/or projects is not to conflict with regular work duties or schedules and is unpaid (voluntary). If selected, the participant also agrees to regularly attend and actively participate in the Riverside Young Professionals' monthly meetings for up to eighteen months and may be asked to participate in publicity functions for the group.

Application Process for Riverside Young Professionals

A completed application (including the essay and references/names) for any Riverside employees interested in participating in Riverside Young Professionals must be submitted to the Human Resources Department by the application due date for consideration. *Incomplete applications will not be considered for participation.*

NOTES:

- *Items to be reviewed may include attendance records and past performance evaluations.*
- Existence of any corrective actions may be grounds for disqualification.*

Additional Information re: the Riverside Young Professionals Group

For additional information, contact: Becky Hinrichs, Human Resources Department

What other leadership development programs might be the right fit for me? If interested in either of the programs described below, must submit a separate application.

| <u>Riverside Leadership Excellence Certificate Program</u> | <u>Riverside Emerging Leaders Program</u> |
|---|--|
| <p>This 12 month program begins in January 2020. It's intended for new front level supervisors/managers. Meets once per month for 3.5 hrs with a focus on evidence-based leadership skill development and coaching. Program includes focus on Riverside leadership policy, practice, assessment and coaching.</p> <p>Riverside employees, employed at least six months ✓ Must be 0.9 FTE or more and in good standing</p> | <p>This 12 month program begins in January 2020. It is developed for individuals with the potential and interest to become a supervisor or are a new frontline supervisor. Participants meet once/month for four hours with a focus on management skill development and coaching on Riverside practices.</p> <p>Riverside employees, employed at least six months ✓ Must be 0.9 FTE or more and in good standing</p> |

Riverside Healthcare Young Professionals Application

Directions for Completion: Please complete all sections of the entire application. Incomplete applications will NOT be considered for participation.

Section I: Personal Information

Name _____ Previous Name _____

Address _____

City, State, Zip _____ Home Phone_(_____) _____

Email _____

Current Academic Degree (s) or Certifications (e.g. HS Diploma, GED, BSN, MSN, MBA, etc.)

Section II: Educational Plans

Are you currently pursuing a degree or certificate? If so, please what degree/certificate below:

College/University: _____

Section III: Employment History and Background

(Please include any breaks in employment – must be a .9 FTE or greater to be considered)

RMC Hire Date _____ Current FTE Status _____

Current RMC Department _____

List all employment below, starting with the most recent, up until employment at RMC.

| Employer | City/State | Dates |
|----------|------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section IV: Essay Statement

Please attach a **maximum one-page typed statement** that includes information you believe Human Resources and Riverside Senior Management should know as they consider your application. Please include your responses to the following items in your written statement:

1. Why do you want to be selected to participate in Riverside Young Professionals?
2. Please describe past experiences in which you have given back to our community.

Section V: Resume/Reference List

Please attach with your application your one-page typed resume/curriculum vita, including the names, title, and contact information for two references who can speak to the quality of your work, educational participation, and/or community involvement.

Section VI: Application Checklist and Understanding

Applicant Checklist:

- ___ Application is complete
- ___ Resume/curriculum vita is attached including references
- ___ Typed Essay statement is attached
- ___ Authorization Review section is complete and signed by applicant.
- ___ Application is signed by applicant's Director.

Authorization Review:

By signing this application form, I attest the information provided on this application is true and accurate. I hereby authorize the review of all information in order that my eligibility for Riverside Young Professionals may be determined.

Please check any/all of the boxes below to indicate your review and understanding:

- ☐ I understand I may be asked to participate in any award ceremonies/publicity as requested.
- ☐ If selected as a Riverside Young Professionals' participant, I understand acceptable attendance and active participation may be considered for me to continue with Riverside Young Professionals.
- ☐ I understand that selection as a Riverside Young Professionals' participant does not guarantee a promotional or management position at Riverside.
- ☐ I understand and agree participation in Riverside Young Professionals is voluntary and unpaid. I will not allow my participation to interfere with my regular work duties or responsibilities.

Print Applicant Name

Signature of Applicant

Date Signed

My signature below represents I have discussed this application with my employee, find this employee to be in good standing at Riverside, and give my full support and recommendation for this employee to participate in Riverside Young Professionals:

Signature of Riverside Director

Date Signed

APPLICANT: Please send the application and attachments to Human Resources.

My signature below represents that I have reviewed this application and recommend this employee be considered for Riverside Young Professionals.

Signature of Vice President, Human Resources or Designee

Date Signed