

PROGRAM MATCH APPLICATION 2017

OVERVIEW OF MATCH PROCESS

Individuals seeking to apply to Canadian accredited internship or practicum programs may register with the Match System. Applicants may apply to a maximum of three programs through the Match System.

Accredited Programs assess all applications and rank those applicants they would be willing to accept.

Dietitians of Canada (DC) manages a customized computer program which matches the selections of the applicants with that of the Programs. DC plays no role in selecting applicants for any Programs. DC is the data collection hub and provides only the communications interface between applicants and Programs.

This document explains all the steps required to prepare a complete application package. Review it carefully. Incomplete packages will not be accepted.

ELIGIBLE APPLICANTS

You must be a Canadian citizen, permanent resident or international student at the time of application.

In addition, you must meet one of the following criteria:

- You are a current student in a Canadian accredited dietetic education undergraduate program OR you graduated within the past 3 years from a Canadian accredited dietetic education undergraduate program. See <http://www.pdep.ca/accredited-programs-in-canada> for a complete list of Canadian accredited dietetic education programs.
- If you are an international student in a Canadian accredited dietetic education undergraduate program, you are eligible to apply in the year of your graduation. Be prepared to provide evidence of your citizenship/student status to the internship or practicum program. If you are an international student who graduated from a Canadian accredited dietetic education program in previous years, you MUST establish your Work Permit eligibility status before preparing an internship/practicum program application. <http://cic.gc.ca/english/study/work-postgrad.asp>
- If you graduated from a Canadian accredited dietetic education undergraduate program before 2014 please refer to <http://www.dietitians.ca/Downloads/Public/Academic-Updating-Guidelines-2015.aspx>
- If you graduated from an accredited dietetic education program outside of Canada refer to <http://www.dietitians.ca/Become-a-Dietitian/Internationally-Educated.aspx> AND <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/DC-Internship-Selection-Process/Who-is-eligible-to-apply.aspx>

HOW TO APPLY

□ Go to the DC website at <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/DC-Internship-Selection-Process.aspx>

□ Register to access the Match System at any time between November 15, 2016 – January 20, 2017. **The system will close at NOON Eastern Time January 20, 2017.** www.dietitians.ca/Internshipmatch.

Do not leave this to the last minute. **Use an email address and telephone number that you check frequently when you make this purchase. This will be the information Programs will use to contact you.** Review Critical Deadline Dates summarized in APPENDIX 1 below.

□ Once you have successfully registered, you will receive a confirmation email which includes information needed to access the system. **Do not misplace this information.** You will need it to complete your application process.

□ Detailed brochures are available for each program at <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/DC-Internship-Selection-Process/Internship-Program-Descriptions.aspx> and by using the link at the top of APPENDIX 2.

- Review Program websites and brochures to find Programs that are a match between your career goals and experience and unique opportunities each program offers. You may only apply for three Programs, so choose carefully.
- Confirm academic standards specified by each Program. If you do not meet the minimum grade requirements, your application WILL NOT be considered.
- Individual Programs may request additional information for your application package.
- Other factors to consider in choosing a Program include cost of living, need for personal transportation, and distance from family and friends.

□ Submit one copy (PDF only) of the completed Resume and Transcript(s). See below for more details.

□ Submit one copy (PDF) of the Confirmation of Completion of Accredited Academic Program Form. You must request this from your University. See below for more details.

□ Upload contact information for your three referees (one academic and two others). See below for more details.

□ Select up to 3 Program choices from the drop down menu. These 3 choices are not ranked according to preference (i.e. first, second, third). You may change your selections at any time until Noon ET on January 20, 2017.

□ Submit customized cover letters for each of the Programs to which you wish to apply. See below for more details.

□ Once you have made a final selection of the 1, 2 or 3 Programs you intend to apply for, mail the required Application Fee to the Program Contact listed in APPENDIX 2. See below for more details.

APPLICATION & DOCUMENTS

All documents must be uploaded as PDFs into the Match System. **Do not mail documents except for the application fees** to the Programs to which you are applying. Copies of the standard forms are found in APPENDIX 4 in this package.

All documents must be **submitted online** and application fees must be **received** by selected Programs no later than January 20, 2017. **Be sure to click 'Save' at the bottom of the documents section whenever you add a new document or before you log out of the system.** Whenever a time is mentioned in this information package, it refers to Eastern Time. Late applications will not be accepted.

□ CONFIRMATION OF COMPLETION OF ACCREDITED ACADEMIC PROGRAM FORM

You must receive confirmation from your university that you have met or will meet academic requirements at least one month prior to beginning your Program. See the Confirmation of Completion of Academic Program Form in APPENDIX 4.

Each university has its own policies and procedures for completing this form. Check with your university regarding their deadlines to ensure you receive the form in time for you to complete your application.

Select the 'Upload' button and add the form (PDF only). When successfully uploaded, the Status will change from 'Missing' to 'Received'. You may view your upload at any time by checking the 'View' option. This document must be uploaded before Noon ET January 20, 2017.

Only one Completion Form is required regardless of whether you are applying to 1, 2 or 3 programs. Applications are not complete unless this form has been uploaded.

□ RESUME

Your resume must be prepared using the standard fillable PDF form found in APPENDIX 4. Prepare your content keeping in mind the character limits in each section, save your work and upload (PDF only) into the Match System. When successfully uploaded, the document status will change from 'Missing' to 'Received'.

You may view your upload at any time by checking the 'View' option. You may change and reload your resume as often as you wish until Noon ET January 20, 2017.

Only one resume is required regardless of whether you are applying to 1, 2 or 3 programs. Applications are not complete unless your resume has been uploaded.

□ TRANSCRIPT OF MARKS

Unofficial transcripts must be uploaded into the Match System by Noon ET January 20, 2017.

Transcripts for current students in Canadian accredited dietetics education degree programs must include marks for all courses completed by the end of the first semester of the current academic year. All post-secondary transcripts that contributed to your Canadian accredited undergraduate degree must also be submitted (i.e. studies for which you received transfer credits toward your accredited dietetics degree). The Match System allows for up to 5 transcript or certificate documents to be uploaded.

Select the 'Upload' button and add your transcript(s). When successfully uploaded, the status will change from 'Missing' to 'Received'. The system will automatically provide an option to submit one transcript. Once uploaded, it will open a second line where you can add a second transcript. This will happen repeatedly until you have uploaded up to 5 transcripts if you require that many options.

You may view your upload(s) at any time by checking the 'View' option. It is your responsibility to check that each transcript is clearly legible.

You need to upload your transcript(s) only once regardless of whether you are applying to 1, 2 or 3 Programs. Applications are not complete unless at least one transcript has been uploaded.

If selected as a successful applicant, your final official transcript bearing the University seal, or a notarized copy, must be provided to the Program by a date they specify in their confirmation message to you in order to confirm your placement. If an official transcript is not received by this date, your offer could be withdrawn.

CONFIDENTIAL REFERENCES

You must ask 3 referees to complete confidential references. Be sure to choose your referees carefully.

- Your referees should know you well enough to judge your performance in most, if not all, of the areas specified.
- One referee must be an academic reference and must be on the Academic Reference Form.
- The two other references should be from people who know you in a professional, student or business capacity. References can include a previous or current employer or a supervisor of a volunteer work experience.
- In cases where you have worked with several people in one setting (eg. a workplace or a university program), several people may collaborate to complete the form, but only one individual in that group may submit the form and be the referee of record.
- A reference from a family member is not permitted.
- You **MUST** ask referees for permission to act in this capacity. Do this before you enter their name into the online system.
- Be respectful of your referee's time – give ample notice if you are asking for a reference.

Enter the names and email addresses of those whom you wish to invite to provide a reference into the Match System. They will be notified by email and will be provided with instructions and a link to a form they need to complete and upload. Because this is an auto-generated email, ask that your referees either check their spam folder or edit their email software options to add "@dietitians.ca" to their Safe Senders list to ensure the email invitation shows up in their inbox.

It is highly recommended that you notify your referees to watch for email from programmatch@dietitians.ca so they respond to the request in a timely way.

You will be able to monitor the status of the request, so that you can ensure that the referees are responding. The system will show the status of the request as 'Missing' if no name or email has been entered; 'Requested' if the system has sent a message to the referee, and 'Received' when the referee has uploaded the reference.

You may change your referees at anytime up until Noon ET January 20, 2017 **unless** the reference has already been submitted.

You will not be able to see the confidential reference submitted, only that it has been received. Referees need only submit the reference form once regardless of whether you are applying to 1, 2 or 3 programs.

It is your responsibility to ensure that referees submit their confidential references before Noon ET January 20, 2017. Late references will not be accepted and your package will not be complete unless three confidential references have been uploaded.

□ PROGRAM SELECTIONS AND COVER LETTER

Select the program you wish to apply to from the dropdown list. Upload a customized cover letter (PDF only) for each Program to which you are applying. Unless otherwise indicated, your letter must be professional, and no longer than one page, single-spaced, in 12 font, with one inch margins.

Your Cover letter should tell the Program why you are the best candidate for their Program. [See individual Program brochures](#) for specific information regarding cover letter requirements.

To view your cover letter after it has been uploaded, click on 'Cover Letter' and it will download. You may replace the cover letters as often as you wish up to Noon ET January 20, 2017. To replace the cover letter, select 'Cancel'. It will remove both your program choice and the cover letter you had uploaded from the system. You can re-select the same program and upload an updated cover letter. You may also select 'Cancel' if you want to choose a different program.

Applications are not complete unless a cover letter has been uploaded.

□ APPLICATION FEES

Most Programs require an Application Fee. Read each Program brochure carefully. APPENDIX 2 lists the Program contact, Program Application fees, and other fees payable, if accepted.

In the Match System, you must confirm that Application Fees have been sent to each Program to which you have applied. *(The only programs that do not require an Application Fee are St. Michael's Hospital and North York General Hospital. Click on 'Application Fees sent' when completing your selection to those programs even though no fee is required. The system will not see your application as complete unless there is a check mark in those boxes).* **Cheques (dated and signed) must be received by the Programs by January 20, 2017.** Applications are not complete until Application Fees have been received. Allow adequate time for fees to arrive by January 20, 2017. Late applications will not be accepted.

Review APPENDIX 3 for useful tips for preparing your application package.

COMPLETION

Program Co-ordinators will be able to view and download all the files associated with your application **ONLY IF** the Student Profile, Documents Required, Reference Letters and Program Selections (including cover letter and application fees sent tick boxes) are completed. If any of these elements are missing, the co-ordinators **WILL NOT** even see your partial application. **LEAVE YOURSELF ENOUGH TIME** and confirm all sections are complete!

DECLINE ALL

There is a section at the bottom of the system screen called 'Decline All'. **DO NOT** tick any boxes or write anything into this section at the time of application. This section is **ONLY** used **IF** you are removing yourself from the Program Match system during after March 12.

HOW THE MATCH PROCESS WORKS

- The Match System closes to students at Noon Eastern Time on January 20, 2017. Co-ordinators will download all the completed applications to their Programs, and will review all applications with their teams. They will rank order all of the applicants they are willing to accept.
- **The selection process involves a number of notifications over a series of weeks. It is important that you check your email daily. You may be unsuccessful in the first round of offers but new offers will go out twice a week until all Program spots are filled.**
- The First Selection Round begins on Sunday March 12, 2017. The Match System will generate offers to ranked applicants based on the total number of positions available in each Program. Emails will be sent to all applicants (successful and unsuccessful) to the email addresses entered in the Match System on **Sunday March 12, 2017 at 5:00 pm Eastern Time (ET).**
- If you are offered one (or more positions), you must enter the computer program to respond to the offer(s) by **5:00 p.m. ET on Tuesday March 14, 2017**. If you do not accept any offer by this time, you will be disqualified from this Round but may be offered a position in a subsequent Round. If you actively decline an offer, you may be offered a position in a subsequent Selection Round.
- If you are offered one or more positions but decide not to accept any of them, you may 'Decline All'. This effectively withdraws you from the Match System entirely for this and any subsequent rounds. Please indicate why you are choosing to 'decline all' e.g. you are choosing to do a combined masters program.
- If Programs do not fill all of their available positions in the first round of offers, a second round of offers will be emailed to the next ranked applicants on **Wednesday March 15, 2017 at 5:00 pm ET**. Responses must be made in the Match system by **5:00 pm ET Friday March 17, 2017** to confirm acceptance of the offer.
- This process continues Sunday and Wednesday each week until all positions have been filled. You should continue to monitor your emails over the entire selection period.
- The selection process will continue until all Programs have filled their available positions.

Completion of Annual Selection

- Once all positions are filled, an email will be sent to the remaining unsuccessful applicants informing them that the selection process for 2017 has been completed.
- By late April, DC notifies each university program director of the results of the Match process for their applicants only. DC will assume an applicant's consent to the release of this information unless non-disclosure is requested from Corinne Eisenbraun at Corinne.eisenbraun@dietitians.ca no later than **April 1, 2017**.

APPENDIX 1

IMPORTANT DATES FOR THE MATCH PROCESS

- Register for the Match Process on DC website at www.dietitians.ca/Internshipmatch by Noon Eastern Time **January 20, 2017**. Registration will be available on **November 15, 2016**.
- Ensure you have the Completion of Academic Program Form completed by your University Program Director by the date specified at your University.
- Complete Program selections and upload all necessary documents into the Match system by Noon ET **January 20, 2017**.
 - Current contact information
 - Program Selections
 - Cover letter(s)
 - Resume
 - Transcript(s) of Marks
 - Completion of Academic Program Form
- Monitor that messages have been sent and submitted by the following contacts:
 - Confidential Academic Reference
 - Confidential Personal References (2)
- Mail Application Fees to each of your Program choices if applicable. Fees must be received by **January 20, 2017**.
- Monitor your email inbox for notification of Match results from **March 12, 2017** until the completion of the 2017 program match selection process. Offers will be made weekly on Sundays and Wednesdays until all positions are filled.

Offers sent (at 5:00 pm ET)

- Sunday March 12
- Wednesday March 15
- Sunday March 19
- Wednesday March 22
- Sunday March 26
- Wednesday March 29

Offers must be confirmed/ declined (by 5:00 pm ET)

- Tuesday March 14
- Friday March 17
- Tuesday March 21
- Friday March 24
- Tuesday March 28
- Friday March 31

APPENDIX 2

ACCREDITED PROGRAMS PARTICIPATING IN THE 2017 MATCH PROCESS

Detailed brochures are available for each program. [Click here to view all program brochures.](#)

Name of Program & Contact Information	Number of Internship Positions	Application Fee	Program Fee (if accepted into program)
Aramark Healthcare – Atlantic Canada Gander and Grand Falls Windsor, NFLD Angela Cuddy Med MSc RD Aramark Dietetic Internship Coordinator Email: cuddy-angela@aramark.ca	1 (14 month return of service agreement)	\$ 25	N/A
Aramark Healthcare – Toronto and Area Toronto, ON Angela Cuddy MEd MSc RD Aramark Dietetic Internship Coordinator Email: cuddy-angela@aramark.ca	8	\$ 25	\$ 3,000
NSHA, Central Zone Dietetic Internship Program Halifax, NS Deborah V. Everett MBA P.Dt. Manager, Clinical Nutrition & Dietetic Internship E-mail: Deborah.everett@nshealth.ca	4	\$100	\$250 Program acceptance fee
Eastern Health St. John's, NL Amanda O'Brien Acting Director of Internship Email: Amanda.obrien@easternhealth.ca	4	\$ 40	N/A
Grand River Hospital Kitchener, ON Hannah Marcus RD MSc Dietetic Internship Coordinator E-mail: hannah.marcus@grhosp.on.ca	5	\$25	\$ 2,500
Hamilton Health Science Corporation Hamilton, ON Dietetic Education Coordinator Hamilton Health Sciences Email: studentaffairs@hhsc.ca	10	\$25 Payable to 'Hamilton Health Sciences Corporation'	\$3,500 (\$1750 per calendar year) Payable to 'Hamilton Health Sciences Corporation'
Hospital for Sick Children Toronto, ON Joann Herridge MSc RD Clinical Educator/ Dietetic Internship Coordinator E;Mail: Joann.herridge@sickkids.ca	5	\$25 Payable to 'Department of Clinical Dietetics'	\$ 3,000 Payable to 'Department of Clinical Dietetics'

London Health Sciences Centre London, ON Leslie Harden MHS RD Manager Clinical Nutrition Practice & Dietetic Internship E-mail: leslie.harden@lhsc.on.ca	8	\$25	\$2500 (Pending Review)
Manitoba Partnership Dietetic Education Program Winnipeg, MB Alison Cummins Dietetic Internship Manager Email: acummins@wrha.mb.ca	2	\$30 Payable to 'WRHA Nutrition and Food Services'	\$ 350 (Due first day of internship in Sept. 2016)
North York General Hospital/Ryerson University Collaborative (PM Dip-Dietetics) Toronto, ON Voula Christofilos, MEd, RD Manager, Centre for Education E-mail: voula.christofilos@nygh.on.ca	4	N/A (Select 'Application Fee sent' in the Match system)	\$4865.00 Payable to 'Ryerson University' \$110 Payable to 'Ontario University Application Centre'
Northern Ontario Dietetic Internship Program (NODIP) Sudbury, ON Denise Raftis MEd RD Program Manager NODIP Email: denise.raftis@nosm.ca	12	\$25 Payable to 'Northern Ontario School of Medicine/ NODIP'	\$ 1,500 Payable to 'Northern Ontario School of Medicine/ NODIP'
St Michael's Hospital/Ryerson University Collaborative (PM Dip-Dietetics) Toronto, ON Helen Tomalikh RD MEd CDE Education Coordinator - Dietetic Internship Program E-mail: tomalikh@smh.ca	8	N/A (Select 'Application Fee sent' in the Match system)	\$4865.00 Payable to 'Ryerson University' \$110 Payable to 'Ontario University Application Centre'
Sunnybrook Health Sciences Centre & Women's College Hospital Toronto, ON Katherine Vandenbussche, MHS, RD Professional and Education Leader, Clinical Nutrition E-mail: Katherine.Vandenbussche@sunnybrook.ca	6	\$25 Payable to 'Sunnybrook Dietetic Internship Program'	\$2,500 (\$1250 per calendar year) Payable to 'Sunnybrook Dietetic Internship Program'
The Moncton Hospital Moncton, NB Nadya Savoie MSc RD Manager, Clinical Nutrition E-mail : Nadya.Savoie@HorizonNB.ca	4	\$ 25 (Payable to 'The Moncton Hospital')	N/A

Additional placements are available through university-based masters/practicum programs. For positions that are not part of the Match process, see <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/Internship-Routes.aspx>
Only St. Michael's Hospital and North York General Hospital do not require an Application Fee until accepted into their Programs. Click on 'Application Fees sent' when completing your selection to those programs even though no fee is required. The system will not see your application as complete unless there is a check mark in those boxes.

APPENDIX 3

TIPS FOR YOUR APPLICATION

Attention to detail and careful preparation are necessary when you assemble your application. Your application is your primary means to market yourself, and to make a “good first impression.” It should give Programs an excellent sense of who you are, and what you have to offer.

General Advice on your Application Package:

- Give yourself enough time to prepare and review your application package.
- Examine brochures from the various Programs to be sure that you are applying to a Program that matches your skills and expectations, and is a Program that you would be willing to accept if given an offer of placement.
- Review each Program brochure carefully for academic standards, details of what they look for in the cover letter and any other specific requirements.
- Contact your references early as it may take some time for them to complete the referee form and submit it. Be thoughtful in your selection of referees – ideally you want someone who can speak to all of the components listed on the Confidential Report form.
- Be honest in all aspects of your application. Never misrepresent or falsify information regarding your education, work experiences, references or credentials. The internet and social networking sites make it easy to verify information.
- Your package will be judged not only on content but also on professional style. Avoid abbreviations or common jargon used in text messaging.
- Seek assistance in reviewing your application package, preferably from someone who knows dietetics.
- Review the deadline dates carefully.
- Make sure that all required documents are submitted on time.

Cover Letter:

- The letter gives the reader some insight into you as an individual and helps answer the question, “why am I a good candidate for your Program?”
- It serves as an example of your written communication skills.
- Be sure to write in a professional manner, being cordial and factual. Include the name of the person or committee to whom the letter is addressed, and be sure to sign the letter.
- Tailor each letter for the Program to which you are applying and avoid using a generic cover letter that is the same for every application.
- Keep the nature of your information professional and avoid ‘over-sharing’ personal matters.
- Check Program brochures and websites to learn more about their organizations. You will better understand not only the Program but also the general philosophy of the organization.
- Your letter should make you “stand out.” Explain why you are applying to that particular Program i.e. the strength of the Program from your perspective, and what you can bring to it. Highlight and explain specific points in your resume.

Resume:

- In the education section of your resume, identify the program you are in and the school(s) you are attending or have attended. You do not need to include your high school education, unless you earned a number of awards or a completed a special program that could be relevant to a career in dietetics.
- A resume highlights experience that is relevant to dietetics. Be clear on what you did and what skills you obtained as they relate to dietetics practice. Experience that was gained many years ago should not be included: experience gained in the past 5 years is the most meaningful. Follow the guidelines on the form in terms of inclusion dates and an estimation of hours spent in the experience. Observational experience should only be included if it was not less than 20 hours.
- Work and volunteer experiences are equally valuable. Both demonstrate your involvement with the dietetic profession and/or your community. Experiences with a dietitian or in dietetic related settings are most valuable. The level of work and responsibility are also important factors. Follow the directions on the form in terms of the title of the position you held, the name of the organization, and the location. Briefly list the duties of your position.
- Include professional memberships, research activities, publications, and any other relevant skills.

References:

- Choose your referees carefully. Make sure that they are individuals who really know the quality of your work and your character, and are willing to put positive recommendations in writing.
- Work, volunteer, and professional references are better than personal references. Avoid the use of a relative as a reference.
- Ensure that your referees can judge you on as many of the attributes on the Confidential Report form as possible.
- Make sure your referees are aware that you are applying for a dietetic practicum placement – a professional program.
- Give your referees adequate time to prepare their reference. Review deadlines and instructions with them.
- References are **confidential**. Referees will submit the forms directly online. You will not have access to the information but will be able to monitor if the references have been received by the system.

APPENDIX 4**FORMS**

1. CONFIRMATION OF COMPLETION OF ACADEMIC PROGRAM FORM
2. 2017 MATCH RESUME FORM (fillable PDF)
3. 2017 CONFIDENTIAL ACADEMIC REFERENCE FORM (fillable PDF)
4. 2017 CONFIDENTIAL PERSONAL REFERENCE FORM (fillable PDF)

CONFIRMATION OF COMPLETION OF ACADEMIC PROGRAM FORM

This form confirms that _____,
Name of applicant

will graduate/graduated with a _____,
Name of degree(s)

from _____, in _____.
Name(s) of university/ies Date of Convocation (Month/Year)

This section must be completed by an accredited dietetics education university program director.

This applicant:

has completed the required academic program requirements.

OR

will complete degree coursework requirements by _____ to be eligible to convocate.
Date

Signature of University Program

Director

Date

Resume for Program Match Application

Name

Contact Email

Education and Training

Accredited Canadian Dietetic Program name (i.e. undergraduate or graduate)

Start date [mm/yyyy]

End date [mm/yyyy]

List any honours or distinctions here, including years received (e.g. Dean's list, honour roll, scholarships, awards) (360 character limit including spaces).

Previous non-dietetic degree or studies (if applicable)

Educational Institution

Department

Start date [mm/yyyy]

End date [mm/yyyy]

Degree obtained (if applicable)

List any honours or distinctions here, including years received (e.g. Dean's list, honour roll, scholarships, awards) (360 character limit including spaces).

Certifications and training courses, including years completed (240 character limit including spaces).

Experience (List your experience with most recent first.)

1. Name of organization, location and title

Start date [mm/yyyy]

End date [mm/yyyy]

Number of hours

Select one: Total

Per week

Per month

Select one: Paid

Volunteer

Combination

Duties and skills developed (300 character limit including spaces)

2. Name of organization, location and title

Start date [mm/yyyy]

End date [mm/yyyy]

Number of hours

Select one: Total

Per week

Per month

Select one: Paid

Volunteer

Combination

Duties and skills developed (300 character limit including spaces)

3. Name of organization, location and title

Start date [mm/yyyy]

End date [mm/yyyy]

Number of hours

Select one: Total

Per week

Per month

Select one: Paid

Volunteer

Combination

Duties and skills developed (300 character limit including spaces)

4. Name of organization, location and title

Start date [mm/yyyy]

End date [mm/yyyy]

Number of hours

Select one: Total

Per week

Per month

Select one: Paid

Volunteer

Combination

Duties and skills developed (300 character limit including spaces)

5. Name of organization, location and title

Start date [mm/yyyy]

End date [mm/yyyy]

Number of hours

Select one: Total

Per week

Per month

Select one: Paid

Volunteer

Combination

Duties and skills developed (300 character limit including spaces)

6. Name of organization, location and title

Start date [mm/yyyy]

End date [mm/yyyy]

Number of hours

Select one: Total

Per week

Per month

Select one: Paid

Volunteer

Combination

Duties and skills developed (300 character limit including spaces)

Extracurricular, Professional and Community Activities and Memberships

Describe your professional and community activities and memberships not captured in the previous section.

1. Name of extracurricular, professional or community association

Include start and end dates of membership [mm/yyyy – mm/yyyy], position held (if applicable) and brief description of responsibilities and activities (350 character limit including spaces)

2. Name of extracurricular, professional or community association

Include start and end dates of membership [mm/yyyy – mm/yyyy], position held (if applicable) and brief description of responsibilities and activities (350 character limit including spaces)

Research Publications and presentations at conferences

Use the Uniform Requirements style for references. Refer to ICMJE sample references at:

https://www.nlm.nih.gov/bsd/uniform_requirements.html. (600 character limit including spaces)

Confidential Academic Reference for Program Match Application

Name of applicant

Accredited University program

When did the applicant start their studies at your institution? Start date [mm/yyyy]

Compare the applicant to a group of other students you have known, and rank them by percentile on each of the following attributes.

Attribute	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to judge
Team skills Individual collaborates with others to provide good client service.						
Applicant ranking (please check one)						
Critical thinking Individual uses a problem solving approach to make decisions and improve situations.						
Applicant ranking (please check one)						
Application of knowledge Individual applies knowledge gained (from experience, judgment, and reference to approved resources) to various situations.						
Applicant ranking (please check one)						
Time management/organization Individual manages time and workload effectively to meet deadlines.						
Applicant ranking (please check one)						
Initiative and self-direction Individual continuously seeks new knowledge and innovation to support or enhance role.						
Applicant ranking (please check one)						

Attribute	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to judge
<u>Communication skills written</u> Individual selects and uses written skills to communicate effectively.						
Applicant ranking (please check one)						
<u>Communication skills oral</u> Individual selects and uses oral skills to communicate effectively.						
Applicant ranking (please check one)						

In the space below, please add any descriptive comments that will assist in providing a complete picture of the applicant's abilities and potential as a Dietetics student. Please do not attach any further documentation about the applicant (1200 character limit including spaces).

Complete the following information. Your electronic submission of this form serves as confirmation that you completed this form. In the case where more than one person has provided input to the reference, designate one person as the corresponding referee of record, and list the names of others people who have provided input in the space provided. This is a confidential reference only available to the programs to which the student applies.

Name of corresponding referee of record

DC number if applicable

Name(s) of other individuals who contributed to the reference if applicable.

University Program

Position

Phone Number

Email

Electronic Signature (Type your full name)

Date

Confidential Personal Reference for Program Match Application

Name of the Applicant:

How long have you known the applicant?

Start date: [mm/yyyy]

End date: [mm/yyyy]

Describe the capacity (professional or business) in which you have known the applicant (50 character limit including spaces).

Please compare the applicant to a group of other employees/volunteers you have known, and rank them on each of the following attributes.

Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Unable to judge
Team skills Individual collaborates with others to provide good client service.	Outstanding team member. Helps others to achieve common goals.			Has some difficulty working with others to achieve common goals.	
Applicant ranking (please check one)					
Feedback Individual strives for excellence through self-reflection. Is receptive to, and utilizes feedback from others.	Accepts constructive criticism, develops plan for improvement, and integrates new learning.			Unwilling to accept constructive criticism, unable to develop a plan for improvement or integrate new learning.	
Applicant ranking (please check one)					
Critical thinking Individual uses a problem solving approach to make decisions and improve situations.	Critically analyzes and integrates complex information to make decisions.			Has difficulty analyzing and integrating information to make decisions.	
Applicant ranking (please check one)					

Attribute	Outstanding (top 10%)	Above Average (Top 20%)	Average (Top 50%)	Below Average (Lower 50%)	Unable to judge
<u>Decision making</u> Individual uses a client-centred approach when making decisions.	Makes sound and timely decisions, understands implications of decisions.			Decisions often made without adequate thought and consideration.	
Applicant ranking (please check one)					
<u>Application of knowledge</u> Individual applies knowledge gained (from experience, judgment, and reference to approved resources) to various situations.	Easily applies old and new learning across various situations.			Has difficulty applying knowledge to various situations.	
Applicant ranking (please check one)					
<u>Time management/organization</u> Individual manages time and workload effectively to meet deadlines.	Consistently manages time effectively and efficiently. Develops sound, logical plans, and considers details.			Has difficulty managing time to meet deadlines. Needs help developing plans for routine tasks.	
Applicant ranking (please check one)					
<u>Initiative and self-direction</u> Individual continuously seeks new knowledge and innovation to support or enhance role.	Independently initiates appropriate activities. Seeks new opportunities to enhance skills.			Follows instructions but does not act independently.	
Applicant ranking (please check one)					
<u>Communication skills</u> Individual selects and uses written, oral, and interpersonal skills to communicate effectively.	Effectively uses speech to convey information in all situations. Written work is consistently clear, concise, accurate, and logical. Accomplished interpersonal skills.			Struggles to use speech to convey information effectively. Difficulty writing clearly, concisely, accurately & logically. Awkward interpersonal skills.	
Applicant ranking (please check one)					

In the space below, please add any descriptive comments that will assist in providing a complete picture of the applicant's abilities and potential as a Dietetics student. Please do not attach any further documentation about the applicant (1200 character limit including spaces).

Complete the following information. Your electronic submission of this form serves as confirmation that you completed this form. In the case where more than one person has provided input to the reference, designate one person as the corresponding referee of record, and list the names of others people who have provided input in the space provided. This is a confidential reference only available to the programs to which the student applies.

Name of corresponding referee of record

DC number if applicable

Name(s) of other individuals who contributed to the reference if applicable.

Organization

Position

Phone

Email

Electronic Signature (Type your full name)

Date