

# Ida B. Wells Society

## Summer 2022 Investigative Internship Application Process

01

### Application Materials

All applicants will submit one universal application that includes:

- A personal statement (max. 250 words)
- Cover letter (max. 500 words)
- Resume
- Five clips
- List of ranked organizations

IBWS = Ida B. Wells Society  
Organization = news partner organization

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### Application Review

The IBWS team and organizations will review the applications and determine the top candidates.

03

### Interviews and Final Rankings

Organizations will invite final candidates to participate in interviews. Organizations will conduct interviews with at least two of their top candidates.

Because of the high number of applications, *only* those applicants selected as finalists will be contacted by IBWS or the organization.

Any candidates that are interviewed by multiple organizations will submit a final list of rankings as well.

04

### Final Selections and Matching

IBWS staff will review the final rankings and match the interns to their organization using the preference list of both the candidates and the organizations. Each organization will be notified who they have matched with and they can then reach out to their intern to notify them.

Organizations will also be responsible for notifying finalists interviewed but not selected. Selected candidates can expect to receive notified by mid-April.

# How does the mutual matching process work?

## Initial Candidate Rankings

Since all applicants are submitting a universal application, we want to be sure that we are considering candidates only for the internships that they are interested in. The preference list will give you a chance to voice their preferences without having to apply separately for each position.

Applicants will be told to rank the organizations that they want to intern at in order of interest with the first listed organization being the one that they want to work at the most and so on. You should **only** rank organizations that they would be willing to accept a position at.

For example, if you would be happy to take an internship at any of the organizations then you are welcome to rank them all in order of preference. However, if you are not interested at all in working at Organization A then you should not include it on the ranked preference form so that you are not considered for that particular internship.

This prevents us from sending the news organizations applicants that are not interested in working for them. We want to make sure the list of top candidates that we send to each news organization contain applicants that are excited and interested in interning with them!

## Final Organization and Candidate Rankings

After interviewing their finalists, each organization will send their candidate preference list to the IBWS team. Organizations are asked **only** to rank candidates that they would be willing to hire.

If an applicant interviews with multiple organizations, we ask them for another preference list to determine their final choice(s). This gives them a chance to redo their rankings after interviewing in case their preferences have changed. Once again, we ask them to only rank organizations that they would be willing to accept an internship with.

## Mutual Matching Process

Once all interviewed candidates and organizations have submitted their final preference list, the IBWS team will complete the mutual matching process. For example, if Organization A and Organization B both rank the same candidate as their top, we will use that applicant's preference list to make the final decision.

The news organizations will not have access to the candidates' preference lists. This will keep the process equitable and unbiased.

Once a candidate has been matched with an organization, we will notify the organization and they will notify the candidate.

# Example Scenarios

## Initial Candidate Rankings

Sam submits his universal application. He would be happy to work at any of the organizations so he ranks each of them in order of preference. When the IBWS team reviews Sam's application, they will consider him for all internship positions.

Miranda knows that she is not interested in interning at Organization B and really wants to intern at Organization E. She would also be willing to intern at any of the other organizations offering internships. Therefore, she ranks Organization E first on her preference list followed by the other organizations but does not include Organization B on her list at all. That will prevent her from being considered for an internship at Organization B.

Taylor has their heart set on working at Organization C. While they would be willing to take another internship, they want to show that they are dedicated to Organization C so they choose to only rank Organization C on their preference list. They would only be considered for Organization C, which would severely limit their chances of receiving an internship. While we don't want applicants to rank organizations that they would not intern at (this defeats the purpose of the rankings), we strongly discourage them from just ranking one. It won't increase their chances of getting that internship, just prevent them from getting others.

## Final Organization Rankings

Organization D interviewed Rafael, Jess, Tiana and Joseph. They would really like to hire Rafael and would be happy to take either Tiana or Joseph but would not like to hire Jess. They would list Rafael at the top of their preference list followed by either Tiana or Joseph. They would not rank Jess so she would not be considered.

# Example Scenarios

## Final Candidate Rankings

If Lisa only interviewed with Organization A then she doesn't need to submit a new preference list.

Marcus interviewed with both Organization C and Organization F. When he submitted his application, he initially ranked Organization C first and Organization F fourth. After his interview, he really liked the team at Organization F and wants to intern there but would still be happy to intern at Organization C. His final preference list would have Organization F ranked first followed by Organization C.

Richie interviewed with Organization A, Organization E, and Organization D. They would not be interested in working anywhere but Organization D. Their final preference list would only have Organization D ranked.

## Mutual Matching Process

In the scenarios above, if Organization A did not list Lisa on their final preference list then she would not be matched with them.

If Organization A listed Lisa as their number one then she would be matched as their intern.

If both Organization F and Organization C ranked Marcus as their top choice. Marcus would be matched with Organization F because he also ranked them as his top choice.

Even if Organization E ranked Richie as their top choice. They would not be matched. The IBWS team would then look to Organization E's other rankings to find their intern. Both the applicant and organization must rank each other in order to be matched.