

# Frequently Asked Questions

## Meridian Institute Ruckelshaus Fellowship

Below are responses to some frequent questions submitted by Fellowship candidates. For additional information, please email [fellowship@merid.org](mailto:fellowship@merid.org).

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### Hiring Process Questions

#### **WHAT IS THE TIMELINE FOR THE HIRING PROCESS?**

The application period opens every year in December and closes in January. Once applications are reviewed, the selected applicants will go through a two-phase interview process consisting of phone and video interviews. Interviews occur between February and March and final decisions are made by late March.

#### **WHEN WILL I KNOW WHETHER OR NOT I AM MOVING FORWARD IN THE SELECTION PROCESS?**

We do our best to communicate with applicants as we reach different stages in the hiring process. The application portal will note when your application has been selected to move forward in our process, and we will reach out to schedule an interview.

#### **I MISSED THE APPLICATION PERIOD; CAN I STILL APPLY?**

Unfortunately, no. All applications must be submitted through our application portal, which has a firm timeline for each phase of our process. We hire for Fellows annually, so we encourage you to apply during the next application period.

#### **WHEN DOES THE FELLOWSHIP BEGIN?**

Each Fellowship term begins in June. Exact start dates are determined by project assignment to allow for overlap between new Fellows and exiting Fellows. Selected Fellows will coordinate the logistics and timing of their start dates with Meridian, following an offer of employment.

### Application Questions

#### **WILL CANDIDATES WITH MASTER'S DEGREES BE CONSIDERED FOR THE FELLOWSHIP?**

No. The Fellowship is an entry-level position best suited for recent undergraduates hoping to gain professional development and career learning opportunities. Those with advanced degrees or those

already enrolled in an advanced degree program would be better suited for higher level positions at Meridian. Please check our website periodically for alternative opportunities.

### **ARE NON-US CITIZENS ELIGIBLE TO APPLY?**

All candidates who apply must be authorized to work in the United States. International applicants are only eligible if they are authorized to work in the United States and do not require any visa assistance.

### **SHOULD I SUBMIT LETTERS OF RECOMMENDATION WITH MY APPLICATION MATERIALS?**

No. Please only provide the names and contact information for three references. This is requested as a part of the online application form, so you do not need to include them on your resume. The hiring team will contact them later in the selection process should your application advance.

### **TO WHOM SHOULD I ADDRESS MY COVER LETTER?**

A selection committee will be reviewing your application materials. Please address cover letters to “Meridian Institute Fellowship Selection Committee.”

### **WHAT TYPE OF FORMATTING IS PREFERRED FOR MY RESUME AND COVER LETTER?**

We have no specification on the design elements of your applications materials. Please use whatever template you feel is professional but remember to stay within the 1-page limit.

### **DOES THE TOPIC OF MY APPLICATION ESSAY MATTER? SHOULD I WRITE ABOUT SOMETHING THAT MERIDIAN INSTITUTE WORKS ON?**

No. The subject can be anything that you believe to be a critical public policy issue. The essay is evaluated for writing ability and knowledge of collaborative processes. Please note that the essay prompt asks the applicant to identify stakeholders and the challenges that could exist in bringing them together.

### **DOES THE APPLICATION ESSAY REQUIRE A SPECIFIC CITATION FORMAT?**

Including citations is optional, so we do not have any requirements on formatting. If you do choose to include citations, please note that they do not count towards the page limit.

## **Position Location**

### **HOW IS THE POSITION LOCATION DECIDED?**

The candidate’s preference is the primary factor when deciding on the location of work. Other factors can be office space availability and the geographic location of specific projects, but Fellows are not

asked to work in a location that doesn't match their preference. For this reason, we do not recommend candidates select "either location" if they would not be willing to live and work in one of our locations.

### **WHAT IS IT LIKE TO LIVE AND WORK IN WASHINGTON, DC?**

Our Washington, DC, office is located downtown near Farragut North, at the heart of our nation's capital. The District is home to a vibrant culture and is a wonderful place to network with others working in the policy arena. Young professionals have access to a variety of opportunities, such as networking happy hours and events that focus on Meridian's topic areas.

### **WHAT IS IT LIKE TO LIVE AND WORK IN DILLON, CO?**

Our Dillon, CO office is the organization's headquarters and located 70 miles west of Denver at 9,100 feet in elevation. Dillon is a picturesque location and a major tourist destination for adventurers of all types. In the winter, the community draws people near and far for skiing/snowboarding at 7 nearby resorts. In the summer, people come looking for retreat from the heat by hiking, biking, camping or just taking in the scenery.

## **Other Questions**

### **WHAT PROJECT AREAS WILL I WORK ON AS A FELLOW?**

Fellows are typically hired to play generalist roles and are assigned to a variety of projects teams. This model helps expose Fellows to many different areas of our work, which we feel is a valuable piece of the Fellowship experience. There can be times when we have the need for a specialist in an issue area and a Fellow may have direct relevant experience to fit that role. Ultimately the project assignments are made by those tracking our labor resources and making decisions based on the specific needs of those projects.

### **WHAT PROFESSIONAL DEVELOPMENT OPPORTUNITIES ARE THERE FOR FELLOWS?**

Through the fellowship program, Fellows participate in numerous career development activities. However, they also can access professional hours to pursue opportunities that fall outside the scope of their project work. Fellows are provided an allowance of funds each year to be used towards activities like:

- Getting coffee or lunch with a contact;
- Conducting informational interviews;
- Attending webinars or seminars or completing an in-person or online training for a particular skill (ex: excel, tableau, etc.); and
- Participating in an external conference or meeting.