

Seton Family of Hospitals

Guideline for PGY1 and PGY2 Residency Application Submission

The following materials must be received by **January 13, 2012**:

Required Materials	Directions for Submission
Official sealed transcript	Send to: Postdoctoral Training Committee ATTN: Sherrie Bendele College of Pharmacy The University of Texas at Austin 1 University Station, A1900 Austin, TX 78712-0120
Curriculum vitae	Upload to: http://www.utexas.edu/pharmacy/residencies Your CV must be in .PDF, .TXT or .DOC format
Letter of intent	Email (preferred) or mail to: Appropriate Seton Family of Hospitals RPD
3 letters of recommendation	Upload to: http://www.utexas.edu/pharmacy/residencies

For the online portion of the application, The University of Texas at Austin (UT-Austin) requires applicants to create a UT-EID (University of Texas Electronic ID). To create a UT-EID, go to https://idmanager.its.utexas.edu/eid_self_help/. If you are a former student or employee, you should already have a UT-EID. Please include the UT-EID on all correspondence and paperwork you submit to the University of Texas.

With the UT online application, you will be asked to submit contact information for the 3 individuals you have chosen to provide your letters of recommendation. When selecting individuals to write letters of recommendation, you should choose at least 2 individuals who can attest to your clinical skills and/or analytical thinking. The system will automatically generate an email to your references, providing a link for them to the Online Letter of Reference system. Recommenders can upload or "cut and paste" their written recommendations into the box provided at the end of the recommendation form.

Note: the UT online application only requires the recommender to complete the recommendation checkbox form. However, the Seton Family of Hospitals Residency Program also requires a written letter of recommendation. Please be sure to provide these instructions to your recommenders. If the recommender prefers, the written letter can be emailed or mailed to the appropriate RPD.

It is the residency candidate's responsibility to ensure that a complete application packet is received by 5pm (cst) on Friday January 13, 2012. As time allows, we will notify candidates of the status of their application. Incomplete applications will not be evaluated for a potential onsite interview.

Note: A Seton Family of Hospitals' employment application is not required to apply. Once a candidate is selected and accepts an onsite interview, directions for the online employment application will be emailed to the applicant.

Applications will be reviewed as complete packets are received. Once the application deadline has passed, the residency committee will decide which candidates will be selected for onsite interviews. You will be notified whether or not you have been selected for an onsite interview by January 23, 2012. Onsite interviews will be held on Mondays and Fridays in late January and throughout February. We anticipate that 4-6 candidates will be selected for on-site interviews for each residency slot.

Candidates selected for on-site interviews should bring a portfolio to the interview. The portfolio should contain examples of the candidate's work (handouts, presentations, slides, publications, research proposals, drug information questions, etc...). Candidates will also be required to give a pharmacotherapy based presentation.

PGY1 Residency Applications	PGY2 Residency Applications
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