



AFA Leader Fellowship Tier Check List

Tier One: (9 – 10 months, enrolled for a total of 9-10 months)

Complete the items below to complete Tier One of the Leader Fellowship program.

Upon completing Tier One, if qualified, you are invited to join Tier Two to continue to develop your skills and explore your career options.

- Completed and revised Individualized Development Plan
- Constructed and revised resume
- Conducted monthly – quarterly meetings with Fellowship Coach
- Completed at least two of monthly office hours within time of Tier 1 and maintain consistent communication via email with AFA Leader Fellowship Program Manager
- Attended one AFA Leaders Conference
- Achieved Tier One personal and professional goal(s) to the coach's standard

Tier Two: (9 – 10 months, enrolled for a total of 18-20 months)

Complete the items below to complete Tier Two of the Leader Fellowship program.

Upon completing Tier two, if qualified, you are invited to join Tier Three to focus on career preparation such as **proper interview etiquette** and **marketing your skills**.

If candidate chooses to conclude coaching experience at Tier Two, they will be issued a specialized **Fellowship Badge** and be **recognized at Leaders Conference**.

- Completed and revised Individualized Development Plan – Tier Two
- Constructed and revised resume and discuss and understand cover letters, interview etiquette and preparation
- Conducted monthly – quarterly meetings with Fellowship Coach
- Attended one AFA Leaders Conference, for a total of two Leaders Conferences since involved in the Leader Fellowship Program
- Completed one internship within the year(s) of Tier Two
- Achieved Tier Two personal and professional goal(s) to the coach's standard
- Completed at least two of monthly office hours within time of Tier 2 and maintain consistent communication via email with AFA Leader Fellowship Program Manager
- If candidate does *not* intend on continuing the program to Tier Three:
 - Developed portfolio and Capstone experience
 - Attended one Capstone Informational Session hosted by AFA Leader Fellowship Program Manager

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- Developed a portfolio showcasing candidate's experiences and the growth made within the Fellowship
- Completed a Capstone experience with coach and three to four personal stakeholders ("Board of Directors") in which the candidate presents portfolio and completes an interview with behavioral-based questions

Tier Three: (4 – 10 months, enrolled for a total of 22 to 28 months)

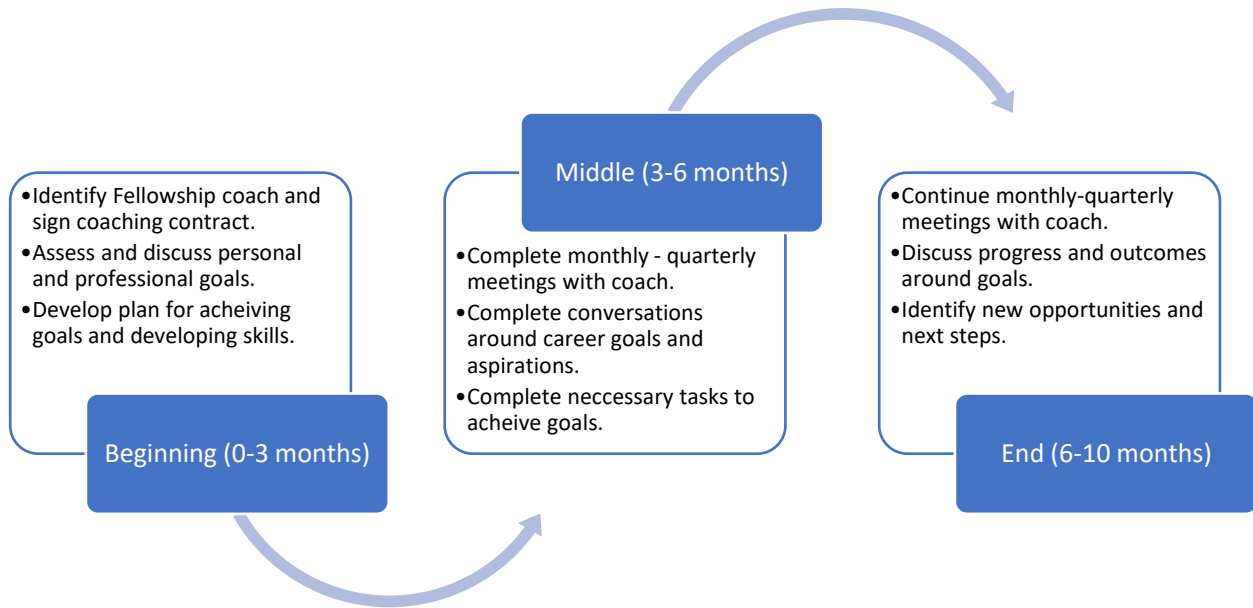
Complete the items below to complete Tier Three of the Leader Fellowship program.

This is the final tier of the Leader Fellowship program. This tier is to focus on coaching around **job search** and **final career preparation** such as specialized training.

Upon completing Tier Three, candidates will be issued a specialized **Fellowship Badge** and be **recognized at Leaders Conference**.

- Completed and revised Individualized Development Plan – Tier Three
- Constructed and revised resume and cover letters with the practice and proficiency of interview etiquette and behavioral-based interviews
- Conducted monthly – quarterly meetings with Fellowship Coach
- Completed one internship within the year(s) of Tier Three
- Achieved Tier Three personal and professional goal(s) to the coach's standard
- Completed at least two of monthly office hours within time of Tier 2 and maintain consistent communication via email with AFA Leader Fellowship Program Manager
- Developed portfolio and Capstone experience
 - Attended one Capstone Informational Session hosted by AFA Leader Fellowship Program Manager
 - Developed a portfolio showcasing candidate's experiences and the growth made within the Fellowship
 - Completed a Capstone experience with coach and three to four personal stakeholders ("Board of Directors") in which the candidate presents portfolio and completes an interview with behavioral-based questions

Leader Fellowship Process Breakdown – Cadence within Each Tier



Notes:

- Tier 3 can be as short as 4 months, expediting this cycle for that Tier.
- Career focuses for each tier found in description/checklist above for each Tier.

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