

Selection process administration

The selection process for Crucible Participants involves two groups of people:

- The applicants.
- The selection panel.

The timeline for applications is detailed in both the *Process and Time Map* (Administrator Menu) and *Process and Time Map* (Programme Leader Menu) and sample letters and documents for communication with both groups are available within this section:

- Sample panel letter.
- Sample Crucible programme application.
- Sample acceptance letter.
- Sample rejection e-mail.
- Sample contract.

You can use these as a base for your own documents in whole or part.

Accuracy and keeping track of this part of the programme is important and you will want to develop your own way of doing this to ensure timely dispatch of the right documents and monitoring their return.

Working with the programme leader you will need to arrange the selection panel, the pre-event administration (e.g. sending out application forms to panel members) and meeting follow-up (recording decisions, sending out appropriate letters etc.). Further information on these is provided by the following documents (in the Application and Selection Process section of the Programme Leader menu):

- Managing the selection process.
- Selection process meeting.
- Communicating with applicants.