



Leadership Institute Applicant Checklist

"How Can You Make Your Application Stand Out?"

1. Submit Your Leadership Institute Application

- **Action:** Highlight your current experience and achievements. Ensure your application showcases your leadership, involvement, and potential for growth.
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2. Submit Your Resume in TMCF-Formatted Style

- **Action:** Download and complete your resume using the official TMCF resume format.
 - **Link to Resume Template:** <https://www.tmcf.org/students-alumni/career-resources/tmcf-resume-template/>
 - **Tip:** Tailor your resume to emphasize key skills, leadership roles, and relevant experience.
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3. Complete the CFA Assessment

- **Action:** Ensure you complete the **CFA assessment** on time. This is a critical step in evaluating your potential fit for the Leadership Institute.
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4. Complete the HireVue Assessment

- **Action:** Successfully complete the video interview through HireVue.
- **Video Tips & Tricks:**
 - **Professional Etiquette:** Speak clearly and confidently.
 - **Business Professional Attire:** Dress in formal, business-professional attire.



- **Blank Background:** Ensure you have a neutral, clutter-free background.
 - **Body Language:** Maintain good posture and eye contact with the camera.
 - **Preparation:** Practice your answers to common interview questions, including behavioral and leadership scenarios.
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5. Schedule Your Interview with Your TCMF Talent Manager

- **Action:** Once you've completed the application steps, schedule your **on-campus or virtual interview** with your TCMF Talent Manager, Angel Russell (angel.russell@tmcf.org).
 - **Interview Tips:**
 - **Preparation:** Research common interview questions and have clear, concise answers ready.
 - **Dress for Success:** Wear business professional attire.
 - **Communication:** Stay calm and focused during the interview, actively listening and responding thoughtfully.
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By completing all steps with attention to detail and professionalism, you will position yourself as a standout candidate for the **Leadership Institute!**