

2014 CCHRA MERIT SCHOLARSHIP FREQUENTLY ASKED QUESTIONS

1. *What is the CCHRA Merit Scholarship?*

CCHRA will award one undergraduate and one graduate merit scholarship to students currently enrolled in a course of study with a focus on the Human Resources field. Examples of applicable degree programs include: Business Administration (BBA) with a concentration in HR; MBA or Masters of Management; MS, MPA in HR Management or HR Development; BA, BS, MA, MA or PhD in I/O Psychology; BA, BS, MA, MS or PhD in Training and Organization Development.

2. *What are the scholarship award amounts?*

The amount of the undergraduate award is \$1,000 and the graduate scholarship award is \$1,000.

3. *Who is eligible to participate?*

Undergraduate and graduate students currently enrolled in a Human Resources related degree program and who will be enrolled in that program for at least one full semester after Fall 2013 (this could include Spring 2014) are eligible to apply.

4. *How do I apply?*

Interested students who meet all of the eligibility requirements may obtain an application form on our website at <http://cchrassn.shrm.org> or may submit their request in writing to Maria Peterson at Kistler Tiffany Benefits, 400 Berwyn Park, Suite 200, 899 Cassatt Road, Berwyn, PA 19312 or maria@ktbenefits.com

5. *When is the application deadline?*

All fully completed applications, including required faculty letter of recommendation, must be received no later than February 28, 2014. In addition, all applicants will be required to submit a transcript with their Fall 2013 grades and no later than February 28, 2014. Applications not fully completed by the February 28th deadline will not be considered for the scholarship. It is the applicant's responsibility to ensure that their application is completed by the deadline. We encourage you to make sure that the faculty member you choose to write a reference for you meets the deadline.

6. Can I check on the status of my application to ensure it is received and complete?

Yes. You can check on your application status prior to March 7, 2014 with Maria Peterson, College Liaison Chair, via e-mail at: maria@ktbenefits.com

7. What criteria are used to determine which students are selected to receive the awards?

The scholarship awards are based on merit. The Scholarship Selection Committee will review each complete application. The committee considers things such as the applicant's overall cumulative grade point average (GPA); GPA in the HR major; involvement in the field of HR- whether as a volunteer, internships, or through paid employment; research and/or special projects in HR; essay responses; interviews with finalists and faculty recommendations.

8. What does the selection process involve?

Several of the CCHRA College Liaison Committee will act as reviewers of all applications for the Merit Scholarship. Initially, all applications will be reviewed for completion. Any applications that are not received in a completed format by the appropriate deadline (February 28, 2014 for all information) will not be given further consideration. Secondly, all qualified applications will be reviewed for merit and a pool of finalists will be chosen for an interview with at least two committee members. It is expected that the interviews will be phone interviews. Final determinations will be based on the results of the information submitted, as well as the interview.

9. What type of notification will I receive about the results of my application?

All applicants will receive confirmation via e-mail of the receipt and status of their application following the deadline. Applicants chosen as finalists to participate in the interview process will be notified by phone by each individual interviewer to facilitate the scheduling of the phone interview. All applicants will receive a written confirmation announcing the scholarship winners. Scholarship winners will be notified by phone.

10. If I am awarded a scholarship, how and when is it presented to me?

The merit scholarship awards will be presented at the March 28, 2014 Breakfast Meeting at Whitford Country Club.