# Thomas M. Priselac Administrative Fellowship Program

## Frequently Asked Questions (FAQs)

Cedars Sinai

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# Frequently Asked Questions

## General

**Q: How is an administrative fellowship different from an administrative internship or residency?**
Internships and residencies are typically designed for current graduate students seeking practical experience as part of their academic programs. These experiences are usually department- or business unit-specific, with durations that vary based on program requirements.

In contrast, Administrative Fellows have already completed their graduate degrees and join Cedars-Sinai as full-time employees for a period of up to two fiscal years. The fellowship offers a structured, immersive experience where fellows rotate across several lines of business and departments. This broad exposure, combined with leading key project deliverables, enables fellows to gain a comprehensive understanding of healthcare administration and develop leadership skills across a diverse range of operational and strategic areas within the organization.

**Q: How many fellows will be selected?**
The TMP Administrative Fellowship Program selects up to two fellows per fiscal year, ensuring personalized mentorship and meaningful project opportunities for each participant.

## Eligibility & Application

**Q: Are international students on F-1 visas eligible to apply? Does the Thomas M. Priselac Administrative Fellowship Program provide visa sponsorship?**
No, the Thomas M. Priselac Administrative Fellowship Program does not offer visa sponsorship for positions in this program. Program eligibility requires applicants to be U.S. citizens or permanent residents.

**Q: Can someone who has already graduated from an accredited program still apply?**
Yes, as long as the graduate degree was (or will be) conferred between May 1, 2025, and June 30, 2027. To be eligible for the program starting in July 2027, applicants must have earned or expect to earn an MHA, MHS, MHSA, MPA, MPH, MPP, or MBA with a healthcare emphasis from an accredited graduate program within that timeframe. Those who completed their degree before May 1, 2025, are not eligible. Please refer to the full eligibility criteria listed in the position posting.

**Q: Is under 3.5 GPA acceptable for consideration?**
While a GPA of 3.5 or higher is strongly preferred, applicants slightly below this threshold may still be considered. Our selection process is holistic - we review the full application, including leadership experience, professional background, and the strength of the personal statement. Candidates who demonstrate strong alignment with our mission are encouraged to apply.

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**Q: Are internal Cedars-Sinai employees eligible to apply for the program?**
Yes, current Cedars-Sinai employees are welcome to apply, provided they meet the eligibility criteria outlined in the program overview and position posting. The TMP Administrative Fellowship is a full-time, 40-hour per week role and, if selected, would be treated as an internal transfer.

**Q: Would a Cedars-Sinai employee receive priority consideration over external candidates?**
While internal candidates often bring valuable institutional knowledge and cultural alignment, all applicants - both internal and external - are evaluated through the same competitive and comprehensive selection process. Decisions are based on a holistic review of qualifications, experience, and fit for the program. Internal status alone does not guarantee priority consideration; however, Cedars-Sinai deeply values and recognizes the contributions of its internal talent.

**Q: Is prior healthcare experience required for consideration?**
Prior experience in the health care industry - such as internships, externships, trainee programs, residencies, or relevant employment - is strongly preferred, but not required.

**Q: Do you need work experience to be considered?**
Yes. A minimum of one (1) year of relevant professional experience in healthcare administration or a related business environment is required; 2 years of relevant professional experience preferred. The experience can be a combination of internships, externships, trainee programs, residencies, or relevant professional employment. Experience may include roles in hospital operations, healthcare consulting, project management, strategy, finance, quality improvement, or other administrative or analytical functions within the healthcare sector.

## Recruitment & Interview Process

**Q: What does the interview process entail?**
The interview process typically involves phone screening, one or more virtual interviews, and conversations with selection committee members, rotation sponsors, and/or past fellows. Finalists may be invited in-person to meet additional stakeholders or participate in panel interviews.

**Q: Is an on-site interview required?**
On-site interviews may be requested during the final round, depending on candidate location and program logistics. Most initial interviews are held virtually.

**Q: Is relocation assistance available? Do you provide help with finding housing?**
While we do not provide direct housing or financial relocation assistance, fellows receive relocation support, including guidance and resources to help them find suitable housing in the area.

# Frequently Asked Questions

## Work Environment & Structure

**Q: Where will fellows be located on-site? Will they have their own office, a shared space, or be situated near senior leadership?**
Fellows are provided with a dedicated or shared workspace based on their rotation site and business unit. Workspace locations may shift throughout the fellowship as fellows rotate to different host sites across the organization. Whenever possible, fellows are situated near senior leadership to promote exposure, relationship-building, and collaboration.

**Q: Is the fellowship cohort-based or individual? Are there opportunities to connect with other fellows across the organization or system?**
The program is cohort-based, typically hosting two to three fellows per recruitment cycle. Each fellow's rotations are individually tailored to align with their interests, developmental goals, and organizational priorities. At the same time, there are collective cohort experiences designed to foster shared learning, collaboration, and community - such as joint projects, leadership sessions, and networking opportunities. Fellows also engage with peers across Cedars-Sinai entities, partner institutions, professional associations, and internal leadership pipeline programs, further broadening their exposure and professional network.

## Rotations & Program Experience

**Q: What types of rotations will fellows be engaged with? Will there be specialty tracks?**
Fellows will rotate through core business areas, which may include hospital operations, ambulatory clinics, finance and revenue cycle, and strategy and business development. In the second year, fellows will have the opportunity to participate in specialty track rotations tailored to their interests and aligned with organizational needs. These specialty tracks will be determined after the fellowship begins.

**Q: What types of projects or deliverables are fellows expected to complete during the program?**
Fellows are expected to lead or co-lead high-impact projects that align with organizational priorities and drive meaningful outcomes. These projects may span a variety of focus areas, including process improvement, financial analysis, strategic planning, patient experience, operational efficiency, or regulatory readiness.

Throughout each rotation, fellows are integrated as key members of the business unit's team. They are expected to take ownership of specific projects - supporting cross-functional initiatives, conducting data analysis, and developing actionable recommendations.

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## Rotations & Program Experience

**Q: What types of projects or deliverables are fellows expected to complete during the program?** (cont.)
Examples of past or anticipated fellow projects include:

- Designing and implementing a patient throughput improvement plan in a high-volume ambulatory clinic
- Conducting a financial feasibility analysis for a proposed service line expansion
- Supporting enterprise-level strategic planning efforts through market research and competitive benchmarking
- Co-leading a multidisciplinary task force to improve employee engagement and reduce turnover in a clinical department
- Developing dashboards to track key operational metrics and inform leadership decision-making

In addition to project work, fellows regularly prepare and deliver presentations to leaders and stakeholders - and contribute to implementation planning to ensure sustainability and impact.

**Q: Is there a formal mentorship component? Who will serve as the fellow's mentor?**

Yes, mentorship is an important part of the Fellowship experience and is woven throughout the program through a variety of relationships and touchpoints.

Fellows receive guidance and support from rotation sponsors and managers, senior leaders across the organization, and the TMP Fellowship Office. These relationships provide opportunities for feedback, career development, organizational insight, and exposure to different leadership perspectives.

Fellows are also encouraged to build relationships across Cedars-Sinai and develop a broader network of mentors and advisors based on their interests, goals, and experiences throughout the Fellowship.

**Q: How is fellow performance evaluated throughout the program?**
Fellow performance is assessed through ongoing feedback and formal evaluations at the end of each rotation. Rotation managers and sponsors provide regular input, coaching, and guidance to support development and ensure project success.

At the conclusion of each rotation, fellows receive feedback grounded in a leadership framework that evaluates key dimensions such as adaptability, communication, collaboration, analysis, execution, and overall project impact. Feedback also incorporates alignment with Cedars-Sinai's values and contribution to business unit goals.

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As the program concludes, feedback is gathered from rotation managers, project collaborators, and mentors to provide a comprehensive view of each fellow's growth and performance. Fellows also participate in periodic development check-ins with the TMP AFP Program Manager and Human Resources to reflect on progress, set goals, and explore ongoing career development opportunities.

## Rotations & Program Experience

**Q: What networking or development opportunities are available beyond day-to-day rotation and project responsibilities?**

Fellows are encouraged to engage in a variety of professional development and networking experiences beyond their core rotations. These may include attending executive and leadership meetings, participating in team or department retreats, joining workshops and systemwide learning sessions, and taking part in organization-wide engagement events.

Fellows are also encouraged to participate in Cedars-Sinai's Employee Resource Groups (ERGs), which offer opportunities to build community, foster inclusion, and connect with colleagues across the organization.

Additionally, each fellow receives an education stipend to attend a healthcare-related conference - subject to approval by the executive sponsor and program manager - enabling them to expand their external network, stay current on industry trends, and bring new insights back to Cedars-Sinai.

**Q: What are some examples of executive or board-level exposure during the fellowship?**

Fellows may be invited to attend senior leadership and strategic briefings, as well as observe or present at executive and committee meetings. Exposure to executive-level decision-making is intentionally built into the fellowship experience, offering fellows meaningful insight into organizational strategy, governance, and leadership in action.

## Career Opportunities

**Q: How does Cedars-Sinai support fellows' career planning or placement post-fellowship?**

Cedars-Sinai supports fellows' career planning through personalized career coaching, ongoing mentorship, and exposure to a broad range of professional opportunities across the health system. Fellows receive guidance from Human Resources, program mentors, and rotation sponsors to help identify roles that align with their skills, interests, and long-term goals.

While post-fellowship placement at Cedars-Sinai is not guaranteed, internal opportunities are shared with fellows, and continued engagement with organizational leaders helps position them for potential roles within the system.

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## Career Opportunities

**Q: What do past fellows typically go on to do after completing the program?**
Fellowship alumni have pursued a variety of career paths across hospital operations, strategy, performance improvement, project management, and other areas - both at Cedars-Sinai and at leading healthcare organizations nationwide.

The program is designed to equip early-career professionals with the exposure and experience beneficial to pursue high-impact strategic and professional roles that align with their individual strengths and long-term goals. While the fellowship does not guarantee placement into a specific position, it serves as a strong foundation for continued growth and advancement within Cedars-Sinai's talent pipeline.

**Q: Is there an expectation to remain with Cedars-Sinai after the fellowship ends?**
While there is no formal obligation to remain with Cedars-Sinai after completing the fellowship, and not all fellows may be offered a full-time position, the program is designed to develop highly capable healthcare professionals with the skills and experience to contribute meaningfully to Cedars-Sinai's mission and strategic goals.

Our intention is to retain fellows who demonstrate outstanding performance and alignment with organizational needs. Many fellows choose to continue their careers with Cedars-Sinai, drawn by the meaningful work, mentorship, and professional development opportunities offered throughout the fellowship.