APPLICATION POINTERS

We are looking for strong student leaders on campus. Part of being a strong leader is being able to present yourself in the best possible light. We have assembled some "pointers" to help you in completing your application package. Please take some time to review these "pointers" before submitting your application.

Please type your responses on the application; given typed responses are easier to read. Handwritten applications will not be accepted.

Before submitting your application, check for spelling and grammar mistakes. Spell checking programs do not catch every mistake.

Complete every item in the application form. If the question does not apply to you write "NA" or "Does not apply."

When determining who to ask to complete a reference form for you, you should consider how reliable and motivated that person is in being your reference. Find people whom you know will submit the reference for you on time.

Inform the person that will complete the recommendation form for you when they are due. A completed application should be submitted by the deadline.

Give a copy of the RA description to your referee so they know how to evaluate you based on the requirements of the position.

Preparing for the Interview

Preparing for the individual interview is essential. This may be your first experience with a formal interview. To prepare yourself for this process you should first complete a thorough awareness and understanding of the position. Below are some suggestions to prepare for the interview:

• Spend time with a current RA and ask questions about the position
• Have your friends practice interviewing with you by asking you questions
• Get a good night’s sleep before the interview
• Dress neatly and professionally
• Be yourself

In order to present yourself in a professional manner, you must first have a solid understanding of the position and what it entails, as well as an understanding of yourself. This means being able to define your values, skills, interests, and abilities as they relate to the position.

You are required to return to campus early each term and to participate in training. Specific information regarding the early return dates will be emailed out to you.

Application Checklist

• Read the Role outlines thoroughly.
• Make sure you meet ALL of the requirements before applying.
• Complete an application form by the due date.
• One recommendation / referee form is required