

2018 Orientation Leader Recruitment, Application, and Interview FAQ's

RECRUITMENT

Are Information Sessions mandatory?

Yes, if you are applying to be an OL you will need to attend one Information Session (see page 1 for dates). In order to get credit, make sure to swipe/sign-in at the Information Session.

What if I have a class conflict with all the Information Session times?

E-mail myorientation@usf.edu and we can help troubleshoot alternative viewing methods. Note: must provide documentation of class conflict(s).

Are other recruitment events (like POP! Into Leadership or Bull Market) mandatory?

No. The purpose of these events are to spread the word about the OL and PAL positions, but you are not required to attend them in order to have your application considered.

I received an e-mail that I was nominated by my OL. Does this mean I am guaranteed/have a better chance at becoming an OL?

No. As stated in the e-mail: this nomination does not give you priority over other candidates in the application process; it just means someone who has been an OL sees your potential and wants you to apply!

What do I do as an Orientation Leader (OL)?

Great question! OLs help provide new students and their families with a seamless transition to the University of South Florida. Because each OL position (First Year, Transfer, and Family and Guest) is slightly different in nature, we suggest thoroughly reading each position's Information Packet. These outline position competencies, descriptions, and a list of various dates and commitments to keep in mind. You can find these packets on our website: <http://www.usf.edu/orientation/get-involved/index.aspx>.

Do I have to be a first year student to apply for the OL role?

No. Any student can apply for the First Year and/or Family and Guest position, however, only transfer students can apply to the Transfer position. However, transfer students can apply to be First Year and/or Family and Guest OLs.

Where can I access the OL application?

Our application link can be found via our website at: <http://www.usf.edu/orientation/>. Click "Join Our Team" at the top of the page to access Information Packets, the application link, and much more!

How many recruitment events am I required to attend?

As a candidate, you are only expected to attend an Information Session as these are mandatory in order for your application to be considered. If you are selected to be an OL, you will also then help with recruiting the next year's team by working a maximum of two recruitment events in the Fall of 2018 (see each OL position's "Dates and Commitments" pages in the Information Packets for more specific details).

What is covered in the information session, and am I required to attend?

Yes, each candidate is required to attend an Information Session in order for their application to be considered. Each Information Session will review each OL position, the application process, how the Office of Orientation works closely with New Student Connections to facilitate seamless transitions for new students and families, and the expectations for each role.

Do I have to be involved on campus in order to apply to be an OL?

No, but it can only help!

I graduate in a year. Can I still apply?

In order to be eligible for any of the OL positions, you must be a USF student through the Spring of 2018.

APPLICATION

When is the application due?

The 2018 Orientation Leader application is due Friday, September 29 at 5:00 p.m. EST.

Do I have to bring a hard copy of the application to the office?

No, the application is all online. Make sure you are using the 2018 version through the usf.edu/orientation website:

<http://bit.ly/2018olapp>. Googling “usf ol application” may not help you find the right version. The Office of Orientation can take applications in paper if necessary. To arrange, please e-mail myorientation@usf.edu.

Do I need reference letters?

No. You do not need physical letters, but you will need to list one reference on your online application (name, title, e-mail address, and phone number). This reference should not be a peer or close friend/family member.

Can one of my references be my RA or OL?

No, you may not use any current USF student as a reference (see above “Do I need reference letters?” question).

Do I need to submit a resume?

No, no resume is necessary. However, while previous experience is not required for the Orientation Leader position, the online application will require you to answer a few questions regarding: any previous employment, campus or community organizations you may be currently involved in, any leadership positions you may have held within those organizations, leadership training (retreats/conferences) you have participated in, and why you are interested in the OL position.

What should I put for my GPA on the application if I do not have a USF GPA?

If you do not have a USF GPA, please use your most recent GPA from a previous institution (i.e., high school; previous college, university, state school; etc.).

INTERVIEWS

What should I wear to the group interview?

The attire for the group interview is casual. Feel free to show your Bull Pride and wear your favorite USF shirt!

What should I wear to the individual interview?

The individual interview is more formal than the group interview, so we suggest wearing an outfit that is comfortable to you, yet professional and appropriate for an interview setting.

What if I can't attend the group interviews or the individual interviews?

Each stage of the application process is required. There are several time slots that hopefully will work with your schedule. If not, we encourage you to consider applying for the OL role in a future year.

What happens if I don't sign up for an interview on time?

We will try to contact you before the deadline to sign up for both group interviews and an individual interview, but if you do not select a time slot, we will assume that you do not wish to continue in the application process. It is your responsibility as the candidate to follow-through on this portion of the application process.

Will I know the questions beforehand?

No. Just like most other professional or leadership role interviews, you will not be privy to the questions before arriving to either the group or individual interview. However, generally speaking, you can expect to be ready to share why you are interested in the Orientation Leader position, why you believe you are qualified, and how you connect with the Office of Orientation's main mission and vision and the Six Orientation Leader Competencies.

How early before my interview should I arrive?

For the group interviews, we suggest arriving 15 to 20 minutes before your scheduled time. For the individual interviews, we suggest arriving 10 to 15 minutes before your scheduled time.

How long is the group interview?

You can expect to be at the group interview for approximately two (2) hours.

How long is the individual interview?

You can expect for your individual interview to last between 20 to 25 minutes.

Do I need to bring a copy of anything with me?

No – just bring a smile and a great attitude!

What is the best way to prepare?

For the group interview, we suggest being familiar with the Office of Orientation's mission and vision.

For the individual interview, we suggest reviewing our Six Competencies and be ready to discuss which is your favorite and why for approximately two (2) to three (3) minutes. The Six Competencies will be provided to you should you be notified of an individual interview.

What is the interview like?

The group interview involves various group activities with you and the other candidates at that scheduled time. The activities are centered around getting to know more about you as a person, so we suggest being yourself and letting your unique personality shine! The individual interview is an extension of the group interview, but more tailored to your specific interest in the position, your qualifications, and how you connect with the Office of Orientation's main mission and vision and the Six Orientation Leader Competencies.

When will I be notified of the next step?

If you move on to the individual interview after the group interview, you will be notified by Tuesday, October 10, 2017. After the individual interview, the Office of Orientation will notify you on Tuesday, October 31, 2017 if you have received a role on the 2018 OL team. You will then need to accept this offer by Friday, November 3, 2017 at 5:00 p.m.

Are the interviews just with one person? Or will there be a lot of people interviewing me at once?

For the group interview, there will be many people evaluating. For the individual interview, there will just be you and a few Orientation staff members present.

GENERAL/JOB-RELATED

What types of characteristics or abilities are you looking for in the Orientation Leader candidates?

The Office of Orientation is seeking students who have a willingness to learn and grow as a student, person, and leader. In addition, students should be committed to the idea of servant leadership, have critical thinking skills, have a high level of emotional intelligence, able to manage themselves and others, rely on effective means of communication, and live a life congruent with the purpose of helping new students and families have a seamless transition to USF. A full breakdown of the various competencies that each candidate should possess are listed under "Competencies" in each OL position's Information Packet.

What if I have to miss a session over the summer?

When you apply, you are committing to all the dates. If you are already aware of an obligation that will mean missing a session (or another commitment listed on the "Dates and Commitments" pages of the Information Packets), please tell Orientation staff before accepting the role. If we are unable to work through the conflict with you, we suggest you consider applying for the OL role in a future year.

Can I live off-campus during the summer?

If you are an OL for First Year, you will be required to reside with Orientation staff due to the nature of the role. OLs for Family and Guest and OLs for Transfer have the option to live in housing the Office of Orientation will be providing.

Can I take summer classes?

Yes, you can only take online summer classes. However, it is important to note that time commitments somewhat vary per OL position (First Year, Transfer, or Family and Guest) so this must be taken into account. You must discuss classes with your supervisor prior to registering for them.

Can I have another job?

In the past, OL's have had other jobs, but it does add quite a bit of stress. You are allowed to have another job, but it must only be a total of equal to or less than 10 hours a week. We expect the OL position to be the priority due to the time commitment and you will not be allowed to miss OL commitments for another job.

Can I study abroad in the summer?

It depends. However, each OL position has various dates of commitment that you should be aware before moving forward with any study abroad program planning (see each OL position's "Dates and Commitments" pages in the Information Packets for more specific details). While there are breaks over the summer for OLs to make travel plans, we expect the OL position to be the priority and you will not be allowed to miss OL commitments for study abroad programs.

Can I be a Resident Adviser and an Orientation Leader at the same time?

Yes! However, your OL contract would end early to make sure you are able to attend RA training and associated commitments (see each OL position's "Dates and Commitments" pages in the Information Packets for more specific details).

Can you be an OL for more than one summer?

Yes, but you can only hold one OL position at a time (First Year, Transfer, or Family and Guest).

As an Orientation Leader, will I have to talk in front of a lot of people?

Each OL position (First Year, Transfer, and Family and Guest) has varying speaking requirements. However, we encourage you to look at this opportunity as one that can help you grow personally and professionally!

Are Orientation Leaders hired for just the summer, or do they work during the school year as well?

The contract dates for OLs for Family and Guest run from January 10, 2018 through January 5, 2019. The contract dates for OLs for First Year and OLs for Transfer run from April 6, 2018 through January 5, 2019. All OLs are required to take a Spring 2018 class as well that begins January 10, 2018. While the summer is the majority of time OLs will spend working, Spring 2018 will involve shadowing opportunities and Fall 2018 will involve recruitment events for next year's team (see each OL position's "Dates and Commitments" pages in the Information Packets for more specific details).

What will I be expected to come to over the summer?

Because each OL position (First Year, Transfer, and Family and Guest) is slightly different in its commitments, we suggest thoroughly reading each position's Information Packet. These outline various dates for each position in which you will be expected to be present. You can find these packets on our website: <http://www.usf.edu/orientation/get-involved/index.aspx>.

During the summer, what's a typical work week like for Orientation Leaders?

For OLs for First Year, there are two, two-day, overnight sessions per week (Monday/Tuesday and Wednesday/Thursday) and for OLs for Transfer there is usually one, one-day session per week (Wednesday or Friday). OLs for First Year and OLs for Transfer also will be required to volunteer at least two of each other's sessions and other unpaid commitments as agreed upon with their supervisor (see each OL position's "Dates and Commitments" pages in the Information Packets for more specific details).

I have heard there is a class for OLs. When is that?

You are correct! Each OL must enroll in SLS 3275: Leadership on Campus which is a class that will meet each Wednesday from 8:00 a.m. – 10:45 a.m. in Spring 2018. You may choose to enroll in this course for credit, or to take without credit, but either way the course is required.

What is the Orientation Leader training process like?

OL training can be summed in a few words: fun, long days, informative, and engaging!

Will I have to learn about everything USF-related by myself?

No. Training and the mandatory OL class (see above "I have heard there is a class for OLs. When is that?" question) will teach you all you need to know about USF to successfully help transition new students and their families and guests to USF. Throughout these opportunities, you will be surrounded by your fellow teammates and other leaders to help you gain the knowledge you will need to be an impactful OL.