RECRUITMENT

Are there Information Sessions?
No, there are not information sessions for the INTL OL position. However, if candidates have any questions about the position, they can call, email, or stop by the office or email/meet with the International Coordinator to get their questions answered.

I received an e-mail that I was nominated by my Orientation Leader. Does this mean I am guaranteed/have a better chance at becoming an Orientation Leader?
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 Orientation Leader sees your potential and wants you to apply!

What do I do as an Orientation Leader?
Great question! Orientation Leaders help provide new students and their families with a seamless transition to the University of South Florida. We suggest thoroughly reading the position’s Information Packet. This outlines 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 Orientation Leader role?
No. Any student who is a current degree seeking undergraduate student can apply for the Orientation Leader for the international demographic.

Do I have to be an international student to apply for the Orientation Leader – International position?
No. You don’t have to be an international student to apply for the position. However, candidates with any international experience will be preferred, but not required for this position.

Where can I access the Orientation application?
Our application link can be found at http://bit.ly/2020INTLOL or via our website at http://www.usf.edu/orientation/. From our website, click “Join Our Team” at the top of the page to access Information Packets, the application link, and much more!

Do I have to be involved on campus in order to apply to be an Orientation Leader?
Yes, it is highly recommended that you are involved on campus and have a leadership position or a work experience.

I graduate in the fall or summer. Can I still apply?
You must be a USF student through fall 2020.
I graduate in the spring semester. Can I still apply?
Unfortunately no. You must be a current full-time student to be eligible to apply.

Can I have classes/study abroad during the summer?
Yes! The unique feature of this position is that you don’t have summer commitment with Orientation. However, you have to be back in time for the OL training (check dates and commitments for details).

Will there be any training during the summer?
Yes, there will be an Online training during the summer that OLs can access it through Canvas. There will also be Orientation shadowing experience where OL-INTL get to shadow a domestic First Year or Transfer session. Shadowing experience will be scheduled based on availabilities.

APPLICATION
When does application open?
The 2020 Orientation Leader for international demographic application will open on Monday, February 3, 2020 at 8:00am EST.

When is the application due?
The 2020 Orientation Leader for international demographic application is due Sunday, February 23, 2020 at 11:59pm EST.

What’s the link for the OL-INTL info packet?
You can find the info packet in our website under “Join Our Team” tab and there will be a section for “Working with the International Demographic.” The link for the info packet will be here. It’s also provided here: http://bit.ly/2020INTLINFO

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 2020 version through the usf.edu/orientation website: http://bit.ly/2020INTLOL. Googling “USF OL application” may bring up previous years’ applications. 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). A reference could include, but is not limited to: a current or past teacher or professor, a faculty member at USF, a current or past supervisor or advisor, etc. References should NOT be a current or past Orientation Leader, a peer, or a personal friend/family member.

Can one of my references be my Resident Assistant or a previous/current Orientation Leader?
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, resumes are not necessary. However, 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 Orientation Leader position.

INTERVIEWS

Once I apply to be an Orientation Leader, am I automatically granted an individual Interview time slot?
No. Beginning Monday, February 24, 2020 the Office of Orientation will begin reviewing applications. If you are invited to the individual Interview, you will receive a confirmation e-mail asking you to sign up for an individual Interview, which will take place between Friday, February 28 – Wednesday, March 4, 2020 (exclude weekend).

What should I wear to the individual interview?
The Individual Interview is formal, 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 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 Orientation Leader 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 the 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 professional or leadership role interviews, you will not be privy to the questions before arriving to either the 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 (6) Orientation Leader Competencies.

How early before my interview should I arrive?
We suggest arriving 10 to 15 minutes before your scheduled time.

How long is the Individual Interview?
You can expect for your Individual Interview to last between 25 to 30 minutes.

Will I be doing a presentation at the Interview?
Yes, all candidates, who move to the individual interview, will be required prepare a 2-3 minutes presentation on one of the 7 Orientation Leadership competencies. More details will be provided once you get invited to the individual interview.
Do I need to bring a copy of anything with me to the interviews?
No – just bring a smile and a great attitude!

What is the best way to prepare for the interviews?
We suggest being familiar with the Office of Orientation’s mission and vision and the Orientation Leader Information Packets (found here: https://www.usf.edu/orientation/get-involved/index.aspx). Reviewing our six (6) Orientation Leader Competencies and be ready to discuss which is your favorite and why for approximately two (2) to three (3) minutes. The six (6) Competencies will be provided to you should you be notified of an Individual Interview.

What does the interview look like?
The Individual Interview is 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 (6) Orientation Leader Competencies.

When will I be notified of the next step?
If you move on to an Individual Interview, you will be notified by Tuesday, February 25, 2020. After the Individual Interview, the Office of Orientation will notify you on Friday, March 6, 2020 if you have received a role on the 2019 Orientation Leader team. You will then need to accept this offer by Tuesday, March 10, 2020.

Are the interviews just with one person? Or will there be a lot of people interviewing me at once?
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, are 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 Orientation Leader position’s Information Packet (found here: https://www.usf.edu/orientation/get-involved/index.aspx).

What if I have to miss some of the Glo-Bull Beginnings Week dates and/or training dates?
When you apply, you are committing to all the dates. If you are already aware of an obligation that will mean missing a day (or another commitment listed on the “Dates and Commitments” pages of the Information Packet), 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 Orientation Leader role in a future year.
What is the Length of the Orientation Leader for International Experience?
You will be hired from March 2020 through January 2021. Starting in March and April, there are couple commitments that all Orientation Leaders will need to be available for. Then, Orientation Leaders will leave for the summer and come back later in July/early August. Glo-Bull Beginnings Week training will run from Monday, August 10 – Monday, August 17 (weekend is not included). And Glo-Bull Beginnings Week will run from Tuesday, August 18 – Friday, August 21st in the fall of 2020. All dates and times provided on the OL Dates & Commitment page are TENTATIVE and subject to change depending on the finalization of the University calendar and Orientation planning.

Is housing during Glo-Bull Beginnings Week provided? Are OLs staying in the Embassy?
Orientation is currently working through challenges regarding OL housing accommodations for the week of Glo-Bull Beginnings. It is our hope to provide OLs with housing accommodations during the week; however, as of the time of this printing, these accommodations are not yet secured and it is possible that they might not be provided.

If housing accommodations are able to be provided, this would serve as additional compensation. OLs will not receive additional compensation to make up for the cost of housing accommodations if they are not provided.

Can I live off-campus during the summer?
Yes, as an Orientation Leader for International students and families & guests, you are not required to live on campus over the summer neither you will be provided this option. However, if housing was provided by the Office of Orientation, you will be required to in the housing option provided by Orientation during the week of the Glo-Bull Beginnings Week August 18 – August 21. No housing will be provided during the training dates.

Can I have another job while in the role of an Orientation Leader?
Yes, you are allowed to have another job, but you have to be available for the required dates for the training and Glo-Bull Beginnings Week. We expect the Orientation Leader position to be the priority due to the time commitment and you will not be allowed to miss Orientation Leader commitments for another job.

Can I be a Resident Assistant and an Orientation Leader at the same time?
No! the Resident Assistant commitment conflicts with the Orientation Leader dates and commitments (see the “Dates and Commitments” page in the Information Packets for more specific details).

Can I be an Orientation Leader for international demographic for more than once?
Yes, you can re-apply for the INTL Orientation Leader position; however, you can’t have this position while you are already an Orientation Leader for First Year or Transfer demographic.

As an Orientation Leader, will I have to talk in front of a lot of people?
Yes, the Orientation Leader position 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/fall session, or do they work during the school year as well? The contract dates for the International Orientation Leader position run from April 2020 through January, 2021. While, you will be hired to work summer/fall session in August, you will also be required to work Spring 2021 Glo-Bull Beginnings Week. Spring 2021 will involve recruitment events for next year’s team (see Orientation Leader position’s “Dates and Commitments” page in the Information Packets for more specific details). However, your summer 2020 commitment won’t start until August 10, when we start for training.

**Note:** Orientation Leaders are also required to complete an Online Leadership training over the summer and have to have a grade of %85 to continue be part of the Office of Orientation team. Training is not for credits.

I have heard there is a class for Orientation Leaders. When is that? As an Orientation Leader for International students and families and guests, you will be taking an Online Orientation training throughout the summer.

What is the Orientation Leader training process like? Orientation Leader training can be summed in a few words: long days, exciting, and very informative!

Will I have to learn about everything USF-related by myself? We recommend that you have a good knowledge of USF campus services and resources. However, training and the mandatory Orientation Leader assignments will teach 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 Orientation Leader.