RECRUITMENT

Are Information Sessions mandatory?
Information Sessions are a mandatory portion of the Group Interview Process for each candidate. Each Group Interview block will have an information session either at the beginning or end of the interview. These one-hour sessions will provide you with important details on what each Orientation Leader role (First Year or Transfer) entail, expectations for the position, what the typical “day in the life” of each role looks like, the application process, and what to consider before applying to be an Orientation Leader. Final Group Interview schedules will be released after the application window closes.

What if I have a class conflict with all the Information Session or Group Interview 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 Oreos and Ols or Bull Market) mandatory?
No. These events’ purposes are to spread the word about the Orientation Leader 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 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. Because each Orientation Leader position (First Year or Transfer) 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 Orientation Leader role?
No. Any student can apply for the First Year Orientation Leader position, however, only transfer students can apply to the Orientation Leader for Transfer position.

(More on next page)
Where can I access the Orientation application?
Our application link can be found at bit.ly/OLApp2020 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!

How many recruitment events am I required to attend?
As a candidate, you are not expected to attend any recruitment events, but just like Information Sessions, they are highly encouraged! If you are selected to be an Orientation Leader, you will also then help with recruiting next year’s team by working a minimum of two recruitment events in the fall of 2020 (see each OL position’s “Dates and Commitments” pages in the Information Packets for more specific details).

Do I have to be involved on campus in order to apply to be an Orientation Leader?
No, but it can only help! The Office of Orientation is looking for all kinds of students, personalities, and experiences. Our Orientation Leader positions are both leadership positions and are designed intentionally to help students learn and grow.

I graduate in a year. Can I still apply?
In order to be eligible for any of the Orientation Leader positions, you must be a USF student through Spring 2020. However, preference will be given to candidates that are able to commit through at least Fall 2020.

(More on next page)
APPLICATION

When is the application due?
The 2020 Orientation Leader application is due Monday, September 30 at 11:59pm 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 2020 version through the usf.edu/orientation website: http://bit.ly/OLApp2020. 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, 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 Orientation Leader 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.).

(More on next page)
INTERVIEWS

Once I apply to be an Orientation Leader, am I automatically granted a Group interview time slot?
No. Beginning Tuesday, October 1, the Office of Orientation will begin reviewing applications. If you are invited to the Group Interviews, you will receive a confirmation e-mail on Thursday, October 3 asking you to sign up for a Group Interview, which will take place between Tuesday, October 8 and Thursday, October 10.

What should I wear to the Group Interview?
The attire for the group interview is USF 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 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 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 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 (6) Orientation Leader Competencies.

How early before my interview should I arrive?
For all interviews, we suggest arriving 15 to 20 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.

(More on next page)
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?
For the Group Interview, 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). For the Individual Interview, we suggest 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 are the interviews like?
The Group Interview involves various group activities with you and the other candidates at that scheduled time. The activities are centered on 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 (6) Orientation Leader Competencies.

When will I be notified of the next step?
If you move on to a Group Interview, you will be notified no later than Thursday, October 3 at 5:00pm. If you then move on to an Individual Interview after the Group Interview, you will be notified by Monday, October 14. After the Individual Interview, the Office of Orientation will notify you on Tuesday, November 5 if you have received a role on the 2020 Orientation Leader team. You will then need to accept this offer by Friday, November 8 at 5:00pm.

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.

(More on next page)
**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](https://www.usf.edu/orientation/get-involved/index.aspx)).

What if I have to miss an Orientation 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 Orientation Leader role in a future year.

Can I live off-campus during the summer?
If you are an Orientation Leader for First Year, you will be required to reside with Orientation staff due to the nature of the role. Orientation Leaders 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 Orientation Leader position (First Year or Transfer) so this must be taken into account. You must discuss classes with your supervisor prior to registering for them.

Can I have another job while in the role of an Orientation Leader?
In the past, Orientation Leaders have had other jobs, but it does add quite a bit of stress and it can become quite difficult to manage both successfully. 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 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 study abroad in the summer?
It depends. However, each Orientation Leader position has various dates of commitment that you should be aware before moving forward with any study abroad program planning (see each Orientation Leader position’s “Dates and Commitments” pages in the Information Packets for more specific details). While there are breaks over the summer for Orientation Leaders to make travel plans, we expect the Orientation Leader position to be the priority and you will not be allowed to miss Orientation Leader commitments for study abroad programs.

(More on next page)
Can I be a Resident Assistant and an Orientation Leader at the same time?
Yes! However, your Orientation Leader contract would end early to make sure you are able to attend Resident Assistant training and associated commitments (see each Orientation Leader position’s “Dates and Commitments” pages in the Information Packets for more specific details).

Can you be an Orientation Leader for more than one summer?
Yes, but you can only hold one Orientation Leader position at a time.

As an Orientation Leader, will I have to talk in front of a lot of people?
Each 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, or do they work during the school year as well?
The contract dates for all Orientation Leader positions (First Year or Transfer) run from Saturday, April 4, 2020 through Friday, January 15, 2021. All Orientation Leaders are required to take a spring 2020 class as well that begins Wednesday, January 15, 2020. While the summer is the majority of time Orientation Leaders will spend working, spring 2020 will involve shadowing opportunities and fall 2020 will involve recruitment events for next year’s team (see each Orientation Leader 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 both Orientation Leader positions (First Year or Transfer) are 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 for. You can find these Information 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?
Schedules vary each summer, but generally speaking: for Orientation Leaders for First Year, there are typically two, two-day, overnight sessions per week (Monday/Tuesday and Wednesday/Thursday) and for Orientation Leaders for Transfer, there is typically usually one, one-day session per week (Wednesday or Friday).

I have heard there is a class for Orientation Leaders. When is that?
You are correct! Each Orientation Leader will take “SLS 3275: Leadership on Campus” which is a class that will meet each Wednesday from 8:00am to 10:45am in spring 2020. You will have the choice to enroll in this course for credit or to take it without credit, but either way making and passing the course is required to become an Orientation Leader.

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

(More on next page)
Will I have to learn about everything USF-related by myself?

No. Training and the mandatory Orientation Leader class (see above “I have heard there is a class for Orientation Leaders. When is that?” question) 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.