

Orientation Leader Application



Name: _____
(First) (M.I.) (Last)

Current Residence Hall: _____ Room #: _____

Or Off-campus Address : _____

JCU Email Address: _____

Cell Phone #: (_____) _____

BANNER ID: _____

Gender: Male ____ Female ____ Credit Hours Completed to Date: _____

Major(s): _____

Minor(s): _____

Cumulative GPA: _____ (enter High School GPA if you are a first-year student)

What other potential summer commitments do you have or anticipate?

Have you ever been paid to work on the JCU campus before? Yes No

Did you complete any of the following Leadership Programs?

LAUNCH ____

Living & Leading ____ Reading and Leading ____ Take the Leading Role ____

-OVER-

PLEASE TYPE YOUR RESPONSE TO THE FOLLOWING PROMPT
ON A SEPARATE SHEET OF PAPER:

Describe your approach to leadership. In your description, please also include the following:

1. What are the strengths and challenges to your approach to leadership?
2. Provide three examples of how you have demonstrated leadership.
3. In what ways do you anticipate that you will use your leadership skills in the Orientation Leader position?

*** Please limit your total response to 500 words or less ***

References: Please have two people complete the attached reference forms. One of your references must be from someone who works at John Carroll and no references should come from family members.

This application form, your answers to the essay questions, and your resume **are due by 5:00p on Tuesday, November 25** to the Office of Student Activities.

All reference forms are due **by 5:00 PM on Friday, December 12** to Kyle O'Dell in the Office of Student Activities



John Carroll University
ORIENTATION LEADER POSITION REFERENCE FORM

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant will have access to the information provided below unless he/she has waived such access.

1. Name of Applicant _____

2. (Optional) I hereby waive my right of access to the material recorded below.

Signature of applicant: _____ Date: _____

To the reference: John Carroll University seeks mature, compassionate, and committed students to be Orientation Leaders. Each Orientation Leader works with incoming first-year students and their parents as they participate in the New Student Orientation program. The applicant named above has chosen you to let us know more about him or her as we consider them in the selection process. Please feel free to omit any questions that you do not feel qualified to answer and please print clearly in blue or black ink.

Return this reference form to the address below in a sealed envelope by Friday, December 12, 2014 at 5:00:

Office of Orientation & Leadership Programs
c/o Staff Selection
1 John Carroll Blvd.
University Hts, OH 44118

Also, please keep a copy of this completed form for your records in case this reference is lost in the mail. Thank you for your candid comments.

1. How long have you known the applicant? In what capacity?

2. What are his/her strengths?

3. In what areas do you think the applicant can continue to grow?

4. Please describe the applicant's work ethic.

-OVER-

Check the box that you believe best describes the applicant:

4 = Excellent 3 = Good 2 = Needs Improvement 1 = Poor UN = Unable to Evaluate

| CHARACTERISTICS | 4 | 3 | 2 | 1 | UN | COMMENTS |
|--|---|---|---|---|----|----------|
| Ability to clearly express thoughts and ideas | | | | | | |
| Ability to actively listen | | | | | | |
| Ability to consider other opinions, ideas & thoughts | | | | | | |
| Self-confidence | | | | | | |
| Work ethic | | | | | | |
| Approachability | | | | | | |
| Sense of humor | | | | | | |
| Patience | | | | | | |
| Knowledge of limitations | | | | | | |
| Ability to manage stress | | | | | | |
| Ability to work on a team | | | | | | |
| Ability to work alone | | | | | | |
| Ability to take direction | | | | | | |
| Creativity | | | | | | |
| Leadership | | | | | | |
| Maturity | | | | | | |
| Flexibility | | | | | | |
| Takes initiative | | | | | | |
| Emotional stability | | | | | | |

Additional Comments:

Overall, how would you rate the applicant?

_____ Exceptional, a rare find

_____ Might be okay - some reservations

_____ Good, better than many

_____ Do not recommend

Printed Name: _____

Date : _____

Signature: _____

Occupation/Position: _____

Email: _____

Phone: _____

John Carroll University
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5. How long have you known the applicant? In what capacity?

6. What are his/her strengths?

7. In what areas do you think the applicant can continue to grow?

8. Please describe the applicant's work ethic.

-OVER

Check the box that you believe best describes the applicant:

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| Approachability | | | | | | |
| Sense of humor | | | | | | |
| Patience | | | | | | |
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| Ability to manage stress | | | | | | |
| Ability to work on a team | | | | | | |
| Ability to work alone | | | | | | |
| Ability to take direction | | | | | | |
| Creativity | | | | | | |
| Leadership | | | | | | |
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Additional Comments:

Overall, how would you rate the applicant?

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_____ Do not recommend

Printed Name: _____

Date : _____

Signature: _____

Occupation/Position: _____

Email: _____

Phone: _____

We hope that you will consider “Sharing Your Gifts” and want to have the opportunity to be a role model and a friend to our incoming students. Our Orientation Leaders are a vital part of the Orientation experience.

By working as a Orientation Leader you gain valuable skills and experiences that can help you reach your career goals. As an Orientation Leader, you will:

- Be responsible for leading small group conversations with incoming JCU students
- Serve as a role model, friend, confidant, and resource for a diverse group of students
- Facilitate social and educational activities
- Train in the areas of helping/listening, communication skills, diversity/multicultural awareness, leadership styles, and ethical decision making/problem solving.

It is difficult to tell you exactly what we are looking for in an Orientation Leader. There is not one type of an OL. However, as a whole, Orientation Leaders are people who know themselves and who are concerned for the well-being of others. Overall, we are looking for responsible individuals who are interested in impacting the lives of the incoming class of John Carroll students by creating a community amongst their small group that is fun, respectful, educational, supportive of differences, and safe. We want to hire students who will support and promote the mission, goals, and objectives of the Office of Orientation and John Carroll University.

Please check out the Orientation website at www.jcu.edu/orientation before you complete the application process.

- Candidates must have a minimum 2.5 GPA, both cumulative & for the previous semester.
- Candidates and selected staff may not be on any judicial or academic probation.
- Candidates must be planning to register as full-time students for the fall of 2015.
- Candidates can not be registered for summer classes.
- All OLs (both returning and new) must attend Summer Training from May 26 - June 7. Every candidate who accepts a position is expected to attend OL Training in its entirety. No outside commitments (including classes) are allowed during this time.
- All Orientation sessions and training are **mandatory**. OLs may not have any other commitments on the following dates:

Training:

May 26 - June 7

Orientation Sessions:

June 8/9, 15/16, 22/23, 25/26, 29/30

July 6/7, 9/10 August 24/25

Streak Week:

August 24 - 29 (select dates/times)

All Orientation Leaders receive a free double room as a single from May 26 - July 11 and a \$2,800.00 stipend for the summer. Most meals are included during training and during Orientation sessions.

Timeline

November

25: Orientation Leader applications due by 5:00 p.m.

December

2: Individual interviews begin

7: Group Process Session I from 1-3pm.
(Check-in begins at 12:45pm)
Group Process Session II from 4-6pm.
(Check-in begins at 3:45pm)
Location - Dolan Science Center Atrium

12: Reference forms due

15: OL Selection e-mails sent to all candidates

January 17 - 18: Mandatory Leadership Development retreat

February/March: Staff retreat (TBA)

May 26 - June 7 Orientation Leader summer training

June - July: Orientation Sessions take place

August 24 - 29: Final Orientation and Streak Week

The Process

Finalists will be chosen based on qualitative and quantitative evaluations.

THE APPLICATION - 10%

The process begins with the application. Please be thorough when completing your application. Remember that this is our first impression of you, so be sure to be thorough and professional.

THE REFERENCES - 10%

You must get turn in two references by December 12, using the forms provided in the application packet.

THE GROUP PROCESS SESSION - 30%

You will participate in a series of activities that are aimed to see how you function within a team or group setting. You will rotate through 3 group exercises where you will be teamed up with other student leader candidates to complete certain tasks. Members of the Orientation staffs will serve as evaluators.

THE INTERVIEW - 50%

Each applicant will have a 20-minute interview with members of the Orientation Leadership Team. Questions will be asked to help the interviewers assess your qualifications for this position. Questions are practical and philosophical. The ONLY right answers are the ones that will reveal how you honestly think and/or feel on any issue presented.

Past University judicial records will be reviewed and may be discussed during the interview process.