New RA Selection Process

Below is information about the selection process for New Resident Assistants.

1. **Google Form Application:** [https://tinyurl.com/21-22RA](https://tinyurl.com/21-22RA)

The deadline to complete all RA application materials is **Sunday, December 13, 2020 at 11:59 pm.**

The following items are part of the application. Applications will be reviewed using a nameless review meaning names and identifying information will be removed prior to short answer responses being scored. These scores will be used to determine who moves forward to the virtual interview process. It is recommended that you take your time to ensure your application materials best reflect your work. We also encourage you to utilize the resources available for getting feedback on materials before submitting. More information about these resources can be found at the bottom of this handout.

1. Use the following link to complete an Emotional Intelligence inventory:
   [https://globalleadershipfoundation.com/geit/eitest.html](https://globalleadershipfoundation.com/geit/eitest.html)
   a. This inventory should be completed prior to beginning the application.
   b. Once you have completed the inventory take a screenshot of your results so you can attach them to your application.
   c. Aren’t sure how to take a screenshot? No Problem! Here’s a helpful guide: [https://www.webwise.ie/parents/take-screenshot/](https://www.webwise.ie/parents/take-screenshot/)
   d. **Note:** Your scores on the inventory will not impact your application review. We will be focusing on your response to the short essay question connected to the inventory.

2. 3 Short Essay Questions: It is recommended that you write these in word first, then copy/paste them into the application form to allow for easier editing. Each question also highlights what content we are looking for when scoring each question so you can ensure you are thoroughly answering each question before submitting.

   **Question 1:**

   Based on your understanding of the position, what do you feel are the most important roles of an RA? Why do you feel these are most important?

   **Content evaluated on our scoring rubric:**
   - Understanding of the RA role
   - Ability to identify key roles of the RA position
   - Ability to explain why identified roles are important
   - Level of detail in response
Question 2:

An Emotional Intelligence Inventory can be a helpful tool in identifying both areas of strength and areas to focus on for those seeking additional personal growth. After taking the inventory please respond to these two areas: 1) What areas stood out to you as strengths and how might you utilize these strengths in the RA role? 2) Are there any areas you want to focus on for your own personal growth? If so, what are they and how might you further develop them while in the RA role?

Content evaluated on our scoring rubric:
- Ability to identify strengths
- Ability to connect strengths to the RA role
- Ability to self reflect with regard to personal growth
- Level of detail in response

Question 3:

Please share why you are interested in being selected for the community/communities you indicated above. Please include the following in your response: 1) Needs you feel are important for the community. 2) Strengths/experience you feel you can bring to address these community needs.

Notes:
- The communities include: First Year Residents, Second Year Residents, Third Year+ Residents, Transfer Residents, International Residents, and No Preference. On the application, they will be listed prior to this question for you to select.
- This question will not impact your application but will be used during placements discussions should you be selected. Please note indicating a preference does not guarantee you placement in that area.

2. Virtual Interview

The following activities will be part of the virtual interview:

Self Guided Work in Google Classroom

- You will have time blocks during the interview where you work on your own to complete assignments in Google Classroom.
- Access to google classroom will be provided when you are offered your interview.
- Prompts will post during the interview time block and should be completed by the end of the interview.
- Focus is on your ability to support learning among residents and how you adapt to change.

Three brief one-on-one conversations (topics will be assigned)

- Focus is on observing how you engage residents with different personalities in a conversation including rapport/trust building and ability to take a conversation deeper.
Leading a group activity virtually

- Focus is on observing your style of facilitation, ability to engage a group, and how you interact in a group.

Please go to the link below and select one of the icebreakers to facilitate with your group during the interview. Groups will consist of 4-6 candidates (includes you). You will be given 10 minutes to facilitate your chosen activity from start to finish. It may be helpful to practice prior to the interview to ensure you have a feel of the flow and are able to complete within the allotted time.

Link to Icebreaker Facilitation Guides: https://tinyurl.com/RA-Icebreakers

Available Application Resources:

We have two resources available for you to utilize and get support in putting together your application materials.

1. Application Virtual Help Desk on November 19 from 3-5pm on Zoom
   These are open drop in hours where you can talk directly with a staff member about the application and get feedback. You can log on any time during the 2 hour block for support.

2. Resident Assistant Application Review
   This tool allows you to submit your short answer responses to get feedback on suggested edits prior to submitting the actual application. When you submit, a staff member will then review your responses within 2-4 days and send you suggested feedback or edits via email.

   To access the submission form use the following link: https://tinyurl.com/RAAppReview

   The last day to submit responses for review and feedback is Sunday, December 5.

If you have any questions about the selection process please feel free to contact Assistant Director for Residence Life, Shelley Marshall via email at shelley.marshall@csueastbay.edu.