RA Candidate Checklist: Storrs & Stamford

Important Information for all RA Candidates

**[Current RAs will participate in the RA Request to Return Process.]**
Application Information: I understand that…

- The application for Storrs and Stamford is located on eRezLife.com. Go to: [https://uconn.erezlife.com](https://uconn.erezlife.com). You will be asked to sign-in with your NetID and password. You should create your profile, and then click on the ‘Apply now’ green box in the upper right hand corner of the page.
- I need to complete all required questions on the application.
- I am required to upload my cover letter.
- I am required to upload my resume. [Applications that are missing the cover letter and/or resume will not be accepted.]
- If I indicate interest in a Learning Community, Honors, Husky Village, Gender Inclusive or Veteran’s communities, I must meet the specific requirements for those communities.
- I must submit my **application by December 8, 2017, 5:00pm, due date**. No applications will be accepted after the due date.
- I will read the RA Position Description, located on the RA website. I am aware it is subject to change, and that I will be notified if changes occur.
Meetings: I understand that...

- I should attend 1 of the “RA 101: Life of an RA” meetings.
- If I am interested in a learning community and/or Honors community RA position, I should attend 1 of those meetings.
- There are several meetings/workshops being offered by the Center for Career Development related to the specific cover letter and resume requirements for the RA Application.
- I should also refer to the document on the reslife.uconn.edu website for details. Meeting dates will be posted soon. Everyone will be notified.
Time Commitments: I understand that...

- If I am selected, I must prioritize the RA role after my academics, and above all other co-curricular activities and/or outside jobs.
- I may be required to give up any commitments that impact my ability to be available to my residents.
- Residential Life maintains a ’30-Hour Rule’. It stipulates that an RA may request additional work hours and/or co-curricular involvement as long as the total number of hours per week including credit hours and the requested hours do NOT exceed 30 hours. Not all requests will be approved; especially during my 1st semester in the position.
- There are some co-curricular commitments that will not work with the RA requirements due to overlapping training periods. These include, but are not limited to: Orientation Leader, Marching Band, Visitors Center Tour Guides, Husky Spirit Team, FYE Mentor, some sports teams.
- All RAs are required to attend a weekly staff meeting every Wednesday from 7:00-9:00pm. This means that I cannot enroll in a class, or participate in any other activities that will conflict with, or overlap, the meeting day and time.
I will need to enroll in the 3-credit EPSY 3235: RA Class for my 1st semester as an RA. I will be required to attend a 1-hour lecture and 2-hour discussion group. I will need to make room in my schedule to do so. This class is by permission number, only.

When I am on-duty, I am required to be present in my RA assignment, and conduct office hours and duty rounds as designated by my supervisor[s]. The number of weekdays and weekends on duty per RA is determined by the number of RAs on each staff team.

RAs may request up to 10 days off per semester.

There will be certain weekends that all RAs are required to be available; including, but not limited to: opening in August/January; the weekends before and during finals in fall/spring; spring weekend, etc.
Interview Process On-Going Communication and Notification: I understand that...

- I will receive updates throughout the process by email from nancy.abohatab@uconn.edu OR from DoNotReply@eRezLife.com.

Make sure you regularly check your email and reply as required.
Application Screening Round 1: I understand that......

**Housing Status:**
- I must be a full-time, **resident** student, enrolled in a degree-granting program on the Storrs or Stamford campus to apply.
- If I am requesting a campus change, I must submit the **Campus Change Application by the March 2, 2018 deadline**, and must be granted housing.
- I must live on-campus at Storrs or Stamford for Fall 2017, and be eligible to apply to live on campus for Spring 2018.

**Grades:**
- My cumulative grade point average [CGPA] will be checked after final exams in **December 2017. I must have a 2.50 cumulative grade point average. CGPAs will not be ‘Rounded up’. Summer and Winter Session course grades will not be taken into consideration for screening.**
- If I am on Scholastic Probation and/or Subject to Dismissal based on my GPA, I may also be ineligible to apply.
- If I am carrying more than 1 Incomplete or Missing Grade into the Spring 2018 semester, I may not be able to continue in the process.
Application Screening, Round 1: Continued...

Conduct:

- If I am currently on University Probation as a result of the conduct process, I will not be eligible to apply.

- If I have been documented and found responsible through the Student Conduct Process during the current year, I may be ineligible to apply.

- If I have been involved in any other way through the conduct process—whether or not I have been found responsible—my situation will be reviewed, and may make me ineligible to apply.

- ALL screening decisions are final.
Application Screening Round 2: I understand that...

- My cover letter and resume will be reviewed and rated in order to determine my eligibility for an interview.
- Based on this review, I will either be: invited to interview; placed in the ‘back-up interview pool’; or no longer eligible to be considered for an interview.
- I will receive email notification of my status. I will make sure to check my email for notification of my interview status.
- **ALL screening decisions are final.**
Interviewing, Round 1: I understand that...

- If I am invited to interview*, it is my responsibility to check my email and reply by the date/time noted.

- I will be required to attend a 1-hour interview during the time period noted below. All interviews will be in-person. [Candidates who are invited to interview, and will be abroad, currently living on-campus at Stamford, or on a 5-day/week internship during the interview period will have a Skype or Google+ interview.]

- I will be responsible for selecting my interview date and time from the dates and times available. My interview choice cannot be changed.

- If I have indicated interest in Honors, LCs, Husky Village, Gender Inclusive or Veteran’s communities, there is no guarantee that I will also be asked to a Round 2 Interview** for that community. That decision will be up to the program director and Hall Directors. If I am invited to a Round 2 Interview, this interview in no way constitutes an offer for a position.

- If I am not selected for one of these interviews, I can still be considered for other RA positions.
Interviewing, Round 1: Continued

- My eligibility for hire will be based on my interview score. Eligibility for hire does not constitute a guarantee that a job will be offered.

- Following my interview, I will be notified by email whether I am: being offered an RA position; considered an Alternate candidate; or no longer eligible to be considered for 2018-2019.

- Candidate screening for Housing Status, Conduct, and Grades will continue throughout the process. If I do not meet any of the screening criteria, I will not be eligible to continue in the process.

- If I am offered a position, it will be “at the pleasure of the Executive Director of Residential Life”. This status indicates that all RAs fall solely, and exclusively, under the purview of the Department of Residential Life’s process in regard to performance concerns or issues. Due to the nature of the RA position and responsibilities, Residential Life is uniquely qualified to assist the RA in the performance of their position, as well as determine the status of the RA’s employment based on performance. This process is exclusive to RAs in the Department of Residential Life as it relates to the RA’s employment, performance review, progressive discipline, and appeal.
Interviewing and Selection Processes: I understand that...

- If I am offered an RA position for 2018-2019, my RA assignment will be determined by the supervisors.
- If I decline the offer based on the assignment this means I am turning down the RA position for 2018-2019.
- If offered a position, I must be available for both semesters of the academic year; fall 2018 AND spring 2019. My actual performance will determine whether I will remain in my position.
- If I am offered an RA position for 2018-2019, I must be able to arrive for RA training on Wednesday, August 15, 2018 for Fall training. No exceptions will be possible. [Date subject to change, but will not be any earlier than date listed above.]

*Round 1 Interview: All candidates who are invited will be given an interview during the dates noted below.

**Round 2 Interview: OPTIONAL for candidates who indicated interested in Gender Inclusive Community, Honors, Husky Village, Learning Communities, or Veteran’s Community. Determined by interview score AND the Directors and Hall Directors. Not all candidates who meet the required interview score will receive a Round 2 Interview. Candidates who are not requested to interview, are still eligible for consideration for all other vacancies.
Important Dates: I understand that...

- It is my responsibility to keep track of all dates provided.
- If I have any questions, I can email them to: nancy.abohatab@uconn.edu
- RA 101 Meeting dates will be posted on the RA website, later.
- RA Application, Cover Letter, Resume Due December 8, 2017 by 5:00pm
- Notification of Interview Status Beginning January 15, 2018.
- Interview Sign up takes place from January 20, 2018 until January 27, 2018 at 11:59pm.
- Candidate Resource Fair and Reception: January 31, 2018, from 7:00-8:00pm.
- Interviews February 5, 6, and 8, 2018. Candidates should ‘hold’ the same date/time of their interview for the following week in the event of inclement weather.
- All candidates invited to interview will be invited to an RA Information Reception & Resource Fair on January 31, 2018 from 7:00-8:00pm.
Important Dates: I understand that...

- Round 2 Interviews [Honors, LCs, Special Interest; OPTIONAL] February 19-February 23, 2018.
- Post-Interview Status Notification Beginning March 3, 2018. [Offered a position, Alternate, No longer eligible]
- Replies Due [accepting or declining position offer] March 9, 2018 by 5:00pm. Failure to reply will be considered declining the position offer. No exceptions possible.
- If I am offered a position for the apartments or some of the suites which allow the RA to pull-in 1 or 2 students who are eligible to live on-campus, your pull-in information will also be due on March 9, 2018. No extensions will be granted; no changes can be made after that date. The offer letter will indicate if you can pull someone in.
- Newly-hired RAs will be required to participate in RA Onboarding Meetings on the following dates/times: April 5, April 12, April 19 and April 25, 2018 from 4:00-5:00pm. These sessions will provide information about the department and what new RAs need to know before training.
- Please keep this Checklist for further reference.
- I have read through the Candidate Checklist and all Terms and Conditions of the Resident Assistant application process, and agree to participate in the Resident Assistant selection process.
Process-Related Terminology:

- Round 1 Screening: Round 1 Screening includes conduct, grades, and housing
- Round 2 Screening: Round 2 Screening includes review of cover letter and resume for all candidates who are approved after Round 1.
- Eligible to Interview: You have met all screening criteria.
- Back-up Interview Pool: Eligible to interview if 1st interview group is exhausted.
- Eligible for Hire: Your file will be reviewed by all hiring supervisors. ‘Eligibility’ does not constitute a job/position offer; nor does it guarantee you will be hired.
- Status Notification: For each step in the process, candidates will be notified whether or not they are able to move to the next step in the process.
- Alternate: Candidates who scored well enough to be considered for hire, but were not hired during selection in March 2018. Alternates can be considered for any positions that become available during 2018-2019 without reapplying, as long as their screening status does not change.
- On-Going Screening: All candidates will periodically be re-screened to ensure that their conduct status, grades, and housing continue to meet the requirements. Candidates or newly-hired RAs who no longer meet any one of the requirements will be removed from the process or position.
- **ALL screening decisions are final.**
## Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/8/17, 5:00pm</td>
<td>RA Application, Cover Letter, Resume Due</td>
</tr>
<tr>
<td>Week of 1/15/18</td>
<td>Candidates notified of process status</td>
</tr>
<tr>
<td>1/20/18—1/27/18</td>
<td>Interview sign-up</td>
</tr>
<tr>
<td>1/31/18, 7:00-8:00pm</td>
<td>Candidate Reception &amp; Resource Fair</td>
</tr>
<tr>
<td>2/5/18 OR 2/6/18 OR 2/8/18</td>
<td>Interviews take place</td>
</tr>
<tr>
<td>2/12/18 OR 2/13/18 OR 2/15/18</td>
<td>Back up Interviews [snow closings]</td>
</tr>
<tr>
<td>Beginning 3/3/18</td>
<td>Candidates notified if hired, Alternate, no longer eligible</td>
</tr>
<tr>
<td>3/9/18, 5:00pm</td>
<td>Replies to offers due [Accept or Decline]</td>
</tr>
<tr>
<td>4/5/18, 4/12/18, 4/19/18, 4/25/18 4:00-5:00pm</td>
<td>New Hires Onboarding Sessions</td>
</tr>
</tbody>
</table>
Questions??

- Email: Nancy.Abohatab@uconn.edu
- Use ‘RA Candidate Question’ as the email subject.