

## RA/CA Staff Selection Timeline – Spring 2012

### The Residence Life Experience

<b>Advertisement Begins</b> <ul style="list-style-type: none"> <li>✓ Publicity will start in the form of flyers and Facebook</li> <li>✓ Posters, channel 3, and Info Tables soon after the 18th</li> </ul>	<b>Starts Tue, Jan 24</b>																												
<b>Applications Available On-Line Only:</b> <a href="http://www.ramapo.edu/students/reslife">http://www.ramapo.edu/students/reslife</a> <ul style="list-style-type: none"> <li>✓ Link to the on-line RA/CA Job Application form on the above Residence Life Website</li> </ul>	<b>Mon, Jan 24 – Thurs, Feb 9</b>																												
<b>RA/CA Interest Meetings (Optional – Attendance is Not Required)</b>	<b>Mon, Jan 30 – Thurs, Feb 3</b>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Building</th> <th style="text-align: left;">Room Location</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> </tr> </thead> <tbody> <tr> <td>Bischoff</td> <td>1<sup>st</sup> Floor Lounge</td> <td>1/30/12</td> <td>7 PM</td> </tr> <tr> <td>Mackin</td> <td>1<sup>st</sup> Floor Lounge</td> <td>1/30/12</td> <td>8 PM</td> </tr> <tr> <td>Linden</td> <td>1<sup>st</sup> Floor Lounge</td> <td>1/31/12</td> <td>7 PM</td> </tr> <tr> <td>Pine</td> <td>1<sup>st</sup> Floor Lounge</td> <td>2/1/12</td> <td>3:30 PM</td> </tr> <tr> <td>Linden</td> <td>1<sup>st</sup> Floor Lounge</td> <td>2/2/12</td> <td>9 PM</td> </tr> <tr> <td>The Overlook</td> <td>1<sup>st</sup> Floor Lobby</td> <td>2/2/12</td> <td>7 PM</td> </tr> </tbody> </table>	Building	Room Location	Date	Time	Bischoff	1 <sup>st</sup> Floor Lounge	1/30/12	7 PM	Mackin	1 <sup>st</sup> Floor Lounge	1/30/12	8 PM	Linden	1 <sup>st</sup> Floor Lounge	1/31/12	7 PM	Pine	1 <sup>st</sup> Floor Lounge	2/1/12	3:30 PM	Linden	1 <sup>st</sup> Floor Lounge	2/2/12	9 PM	The Overlook	1 <sup>st</sup> Floor Lobby	2/2/12	7 PM	
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<b>Info Table in the Fishbowl to Announce the RA/CA Selection Process</b>	<b>Jan 30 and Jan 31 1 pm – 2 pm</b>																												
<b>RA/CA Application and Recommendation Form Submission Deadline</b> <b>Recommendations Available On-Line Only:</b> <a href="http://www.ramapo.edu/students/reslife">http://www.ramapo.edu/students/reslife</a> <ul style="list-style-type: none"> <li>✓ Link to the on-line Recommendation form on the above Residence Life Website</li> </ul>	<b>Thurs, Feb 9 by 12 pm</b>																												
<b>GPA/ Judicial/Character Check from Faculty/Staff</b> <ul style="list-style-type: none"> <li>✓ Chairperson emails Faculty and Staff requesting feedback for applicants</li> <li>✓ Candidates who fail to meet requirements and expectations are not permitted to continue through the process (below GPA requirement; poor judicial standing; other concerns)</li> </ul>	<b>Fri, Feb 10</b>																												
<b>RA/CA Individual Interview Sign-Up for Availability</b> <ul style="list-style-type: none"> <li>✓ Only select applicants will be contacted to sign up for Interviews</li> </ul>	<b>After Fri, Jan 20 Before Mon, Feb 13</b>																												
<b>Individual Interviews</b> <ul style="list-style-type: none"> <li>✓ Individual Candidate Interviews Facilitated by RL Professional Staff</li> </ul>	<b>Mon, Feb 13 – Fri, Feb 17</b>																												
<b>Final Deadline for Applicants' Recommendation Form Submissions</b>	<b>Mon, Feb 13, by 12 pm</b>																												
<b>Candidates notified of their Status for Attending Speed Interviews</b> <ul style="list-style-type: none"> <li>✓ Notifications sent via email to all qualified applicants</li> <li>✓ Phone calls to applicants to confirm date, time, and location of Speed Interview session</li> </ul>	<b>After Thurs, Feb 23</b>																												
<b>Speed Interviews Facilitated by RL Professional Staff</b> <ul style="list-style-type: none"> <li>✓ Round 2, Speed interviewing in the Pavilion</li> </ul>	<b>Wed, Feb 29 or Thurs, Mar 1 Between 8:30 am – 4 pm</b>																												
<b>Staff Selection Draft</b> <ul style="list-style-type: none"> <li>✓ Decisions to be made about applicants' status</li> </ul>	<b>Fri, Mar 2 – Mon, Mar 5 9:30 am – 4:30 pm</b>																												
<b>Send RA/CA Job Offer Letters to Via E-Mail</b> <ul style="list-style-type: none"> <li>✓ Committee chairperson sends decision letters to all remaining candidates</li> </ul>	<b>Tue, Mar 6</b>																												
<b>Acceptance or Rejection Letters Due from Candidates Offered Positions</b> <ul style="list-style-type: none"> <li>✓ New Staff must indicate whether they accept or reject the offered position</li> </ul>	<b>Mon, Mar 12</b>																												
<b>Sneak Preview</b> <ul style="list-style-type: none"> <li>✓ Mandatory session for all RA/CA hires, where job contracts are reviewed</li> </ul>	<b>Sun, May 6</b>																												
<b>Summer GPA/Judicial Standing Check follow up</b> <ul style="list-style-type: none"> <li>✓ Chairperson reviews hired staff members' GPAs and Judicial standings</li> </ul>	<b>Thurs May 24</b>																												
<b>Check-in for Fall RA/CA Training</b> <ul style="list-style-type: none"> <li>✓ Mandatory session for all RA/CA hires</li> </ul>	<b>Aug 2012</b>																												