

Preparing Written Materials

Check all written materials for:

Spelling errors: Whether these are a result of inaccurate typing or truly misspelled words are not important. That you find these errors and correct them before submitting your documents **is**. Remember, the spell checker on a computer will not save you – “there” and “their” are both acceptable words to a spell checker, but using them incorrectly will be readily apparent to the screening team reviewing your application. You want to check your grammar and make sure your thoughts are articulated and concise.

Appropriate language: ResStaff positions require staff to complete many written reports during a year. The materials submitted by an applicant are viewed as an indication of the quality of work that will be forthcoming from you as a staff member.

Prepare before beginning to write:

Review the departmental materials – Statement of Mission, Vision and Values, Eligibility requirements for application, eligibility requirements for maintaining residence staff employment, etc. This will help you know the type of skills and competencies that are important in the position.

Preparing For Potential Interviews

The ResStaff selection process will screen applicants who are eligible to move forward in the interview process based on your essay responses. The general purpose of the interview is always the same: to explore the compatibility of the applicant’s skills and experiences with ResStaff position requirements, and to give the candidate an opportunity to assess whether or not a ResStaff position is a good match for them.

Getting Ready To Interview

Be sure you understand what the interview is all about; if you’re not clear, ask questions. It is common for an interviewer to form an opinion of you based on the nuances of your interaction. Be yourself. You need to portray sincerely and enthusiastically, that you are knowledgeable about the position and have something to offer. Feel free to ask for clarification before answering a question and take some time to formulate your answers before you speak. The more you prepare before the interview, the more relaxed you will feel; the more relaxed you feel, the better you will perform; the better you perform, the more likely you will be to be recommended for a position!.