

Residence Staff

Hiring Guidelines & Understandings

2018-19



Western

Hiring Guidelines & Understandings

Thank you for your interest in Residence Life at Western!

We would like all applicants to have as much information as possible when submitting their application. The following Hiring Guidelines & Understandings provide specific information regarding various aspects of the application and hiring process.

All applicants are responsible for reading all Hiring Guidelines & Understandings and meeting all applicable Candidate requirements. If you have any questions about staff positions or the application process, please feel free to speak with a Residence Manager, call the Housing Office at **(519) 661-3548**, or email rezstaff_hiring@uwo.ca.

PERSONAL INFORMATION

We only use the personal information contained in your application for internal hiring processes and direct communications with you. We do not release, sell, or distribute your personal information to third parties.

APPLICANTS FROM OTHER INSTITUTIONS

Western authentication credentials are required to submit your application: Western Student ID number and Access code (PIN) **OR** Western username and password

If you are an applicant from another institution and have not been issued one of the above combinations, please call (519) 661-3548 or e-mail rezstaff_hiring@uwo.ca for specific application instructions.

RESIDENCE STAFF POSITIONS

Please read the corresponding Position Description for each role you are interested in. We encourage applicants to ask questions during the various stages of the hiring process to understand the leadership role(s) for which they are applying.

For New Staff Applicants: New staff applicants may apply for Residence Advisor (RA), Academic and Leadership Programmer (ALP), and Assistant Program Coordinator (APC) positions only. If you feel that you have adequate experience to

be considered for a senior staff role, such as Residence Don or Community Leader (CL), please contact rezstaff_hiring@uwo.ca.

For Returning Staff Applicants: Returning staff applicants may apply for any role. Preference will be given to returning applicants for Don and Community Leader (CL) positions. CLs work exclusively with upper-year students. If you are not offered a senior staff position, you will automatically be considered for a Senior RA position.

SUPPLEMENTARY RESIDENCE STAFF POSITIONS

The following positions are extra employment opportunities in addition to your regular Residence Staff position:

LIVING-LEARNING COMMUNITY (LLC) LEADERS (Faculty-based floors, Interest-based floors and Lifestyle-based floors) are RAs or Dons who live on and support residence floors dedicated to students in similar academic faculties, or with similar interests or lifestyle choices (e.g., Science, Music, Leadership, etc.) This means your required programming as a staff member would be geared toward this specific area. LLC Leaders receive a supplementary honorarium of \$250 per semester (\$500 for the academic year).

BEHAVIOUR MANAGEMENT DONS (BMDs) are Dons who assist the Residence Manager with following up on lower-level incidents in residence, including meeting with students and providing meeting notes and recommendations to the Residence Manager. Only returning Dons will be considered for the Behaviour Management Don position. BMDs receive a supplementary honorarium of \$250 per semester (\$500 for the academic year).

To be considered for these positions, you will need to complete the questions in **SECTION 4: Supplementary Residence Staff Position Application** during the online application process. You will also be required to complete a video interview through our online Video Interview Tool. You will receive an email invitation to complete your interview between January 15 and 18, 2017.

INFORMATION SESSION

Attendance at an Information Session is a mandatory part of the interview process, and **you must attend one of the following sessions:**

New Staff Information Sessions

- Monday, November 13, 2017 - 6:00 p.m. @ Saugeen-Maitland Hall
- Thursday, November 16, 2017 - 6:00 p.m. @ Perth Hall & Medway-Sydenham Hall
- Tuesday, November 21, 2017 - 6:00 p.m. @ London Hall & Elgin Hall
- Wednesday, November 22, 2017 - 6:00 p.m. @ SSC 3022
- Monday, January 8, 2018 - 6:00 p.m. @ Ontario Hall & Delaware Hall

Returning Staff Information Session

- Wednesday, November 1, 2017, 5:30-6:30 p.m. @ UCC 58
- Thursday, November 2, 2017, 5:30-6:30 p.m. @ UCC 58

GROUP INTERVIEW DATES

All candidates must participate in a Group Interview as part of the Hiring Process.

If you are a returning senior staff member (Don, CL, ALP, or APC) applying for the same or other senior-level position, you may not be required to attend a group interview, but may be scheduled for a one-on-one interview with a Residence Manager. However, please indicate your carousel choices on the application form as the final hiring selection process is not determined until Housing knows the number of applicants for each position.

BUILDING PREFERENCE

All applicants will be asked to identify a **preference** of building style for their residence placement, should they be hired as a residence staff member. On the application, you will be asked to choose one of the following options:

- I have no preference and can be placed in any building;
- I prefer to be placed in a traditional-style building;
- I prefer to be placed in a hybrid- or suite-style building.

Please understand that while we will do what we can to honour individual preferences, all offers of employment will be based on operational needs. As such, applicants may receive building placements that are different from their identified preferences. Building preferences are different from workplace accommodations.

REFERENCES (NEW STAFF APPLICANTS ONLY)

As part of the New Staff application, we require the following references to be submitted by Friday, January 5, 2018:

1. Applicants currently living in residence must submit a Residence Staff Assessment Form, completed by their current staff member. Please submit the name and email address of your current staff member on your online application. Be sure to complete the staff assessment portion of your Residence Staff application as soon as possible to provide ample time for your staff member to complete your Staff Assessment Form.

If you currently live off campus, this assessment form does not need to be completed.

2. Two references from individuals who have supervised you in an employment- or volunteer-related capacity are also required. If you do not have any previous employment or volunteer experience, you may ask another individual who can comment directly on your employability and leadership skills.

Please provide the name and email address of your two referees on your online application. Your referees will be emailed separately with the reference form to complete and submit directly to Housing. Be sure to complete the referee portion of your Residence Staff application as soon as possible to provide ample time for your referees to complete your reference forms.

Please keep the following best practices in mind when requesting a reference:

- Choose referees who are familiar with your work and leadership capabilities. Individuals who have supervised you in an employment or

- volunteer setting are best; however, teachers, professors and club leaders are also acceptable.
- Approach your referees EARLY in the process to ask if they would be willing to serve as a reference. Provide their contact information in your Residence Staff application after you have asked for the reference.
 - Provide your referees with an updated resume and feel free to remind them of some of your work-related accomplishments that might be helpful for them to know about.
 - Complete the reference portion of your Residence Staff application as soon as possible to provide ample time for your referees to complete their reference forms.
 - Let your referees know that references must be submitted to Housing by the application deadline on January 5, 2018.
 - Follow up with your referees after the application process is complete to let them know the outcome and to thank them for their assistance in the process.

RESUME and COVER LETTER

All new and returning applicants must submit a current resume and cover letter. Resumes and cover letters will be reviewed by members of the Hiring Committee.

USE of PHOTO

As part of the Residence Staff recruitment process, photographs of applicants are used by members of the hiring team to assist in identifying individual applicants when discussing interview results and making hiring decisions. The photographs are used for memory recall purposes only. While this process is helpful for us, please be advised that it is optional, and indicate on the application if you do not wish your photo to be used.

CANDIDATE REQUIREMENTS

All Residence Staff must meet the following requirements:

Minimum 65% Grade Average

Residence staff are required to achieve a minimum 65% grade average for the current academic year, from September 2017 to April 2018. If staff do not meet this requirement after grade verification with the Registrar's Office in May 2018, their offer of employment will be withdrawn. Staff will have the opportunity to submit an

academic eligibility appeal to request a waiver from the academic eligibility requirement.

Full-time Student on Main Campus

Residence Staff members are required to be full-time students on main campus.

August Learning & Development Conference (Staff Training) Attendance

Attendance at the full August staff learning and development conference is mandatory, including attendance at all sessions. The conference begins as early as August 18, 2018 depending on your position. The actual date will be included in your staff contract in February.

Police Vulnerable Sector Check

Residence Staff have a unique role in our residences. They work in the same community where they live and have access to some restricted keys and confidential information. In order to ensure the safety of all residents, all Residence Staff must obtain a Police Vulnerable Sector Check at their own expense by June 30, 2018.

First Aid Certification

All successful candidates must obtain Standard First Aid and CPR – Level C Certification at their own expense by June 30, 2018.

Cost Differential between Buildings

Residence Staff are required to pay the full residence fees for the building in which they are assigned, including required meal plans. A cost differential in residence fees exists between buildings. Please be advised that compensation and remuneration is determined by the staff position; however, your residence fees will vary depending on the building to which you have been assigned.

Mandatory Non-Refundable \$900 Deposit

All successful candidates are required to submit a non-refundable \$900 deposit along with the acceptance of their Offer of Employment. Acceptances are due February 28, 2018 and deposits are no longer refundable at that time.

Exceptions will be made if you are accepted to a professional or post-graduate school at a different institution. When this is the case, \$600 will be refunded to you upon proof of your acceptance of an offer. If the Housing Department rescinds its offer to you for any reason (e.g., you do not meet the 65% eligibility requirement), the full \$900 deposit will be refunded to you.

Accessibility & Accommodation

Please contact the Residence Life office at (519) 661-3548 or rezstaff_hiring@uwo.ca prior to submitting your application if you require any accommodations to make the hiring process accessible for you.
