

Discover. Develop. Apply.

CF Application Packet 2010-2011

As a residential campus, Gustavus places significant emphasis on the experience of students in our residence halls. Collegiate Fellows are **developers** and protectors of community, assisting diverse individuals to come together to create a respectful and fun residential environment that enhances learning both in and out of the classroom.

In helping students **discover** community and their place in it, Collegiate Fellows **develop** skills in communication, leadership, community building, time management, conflict resolution, event planning—all with fun, enthusiastic, and supportive co-workers who often become lifelong friends. CFs receive specialized training throughout their time in Residential Life, and the situations that allow CFs to **apply** this training are EXACTLY the sorts of experiences that build character while they build resumes.

Residential Life is seeking students who have positive attitudes and aspire to make a difference on campus individually and through the efforts of a diverse team. The CF position is both employment AND a leadership opportunity, and can be time intensive in its tasks and projects. Successful CFs work intentionally to maintain an academic focus while balancing the multiple responsibilities and priorities of the position.

Application Materials Due Wed., March 1, 2010

by 4:30pm to the Residential Life Office

Materials include: cover letter, resume, complete and signed application form, essay, 2 completed references, background check consent form.

Minimum Qualifications for Hire:

- Sophomore, Junior, or Senior status as of Fall 2010
- 2.50 minimum cumulative GPA and free of academic probation
- Free of disciplinary probation



Welcome!

Thank you for taking the time to **discover** more information about the process to become a Collegiate Fellow for the 2010-2011 academic year. This packet contains all of the information that you need to start **developing** your Candidate File.

Collegiate Fellows are leaders who are critically tied to our core values—Excellence, Community, Justice, Service, and Faith. It is a rewarding leadership opportunity that demands a lot, and our most successful CFs are those who find a good match with who we are and what we strive to do in Residential Life. We have worked hard, therefore, to design a CF selection process that allows us to find you AND you to find us.

Good luck throughout the process. We look forward to seeing your applications!

Minimum qualifications for hire:

- Sophomore, Junior, or Senior status as of Fall 2010
- 2.50 minimum cumulative GPA and free of academic probation
- Free of disciplinary probation

Information included in this packet:

- CF Selection Timeline
- Collegiate Fellow Position Description
- Collegiate Fellow Ethical Guidelines
- A statement about Facebook Profiles
- CF Application form (Microsoft Word 2003 Fillable Form)
- 2 Reference forms (Microsoft Word 2003 Fillable Forms)
- Background Check Consent Form

Items worth noting

- Please remember that a cover letter and resume are required for your Candidate File to be complete. It is (obviously) not included in this packet, and has been overlooked by some candidates in the past. You can find assistance on cover letters and resumes by contacting the Career Development Center (x7586).
- Candidates who currently do not meet the 2.50 cumulative GPA minimum are welcome to apply and interview for the position. If determined to be “hirable”, they will NOT be considered for placement until such time as they meet the requirement.
- A small number of CFs will be allowed to register for Interim (IEX) travel courses in addition to the traveling music ensembles and athletic activities that have been allowed in the past. Please refer to the Position Description and Application Form for more information
- In discussing whether or not a candidate is hirable, only information in the candidate’s file is permissible. Residential Life staff is allowed to provide feedback about candidates outside of the interview process for their file. The Director will determine whether any information supplied in this manner will unduly affect a candidate, and will meet with the candidate to give the opportunity to respond to that feedback.
- Each student’s Financial Aid package is unique. If you have questions about how employment as a CF will affect you, please contact Student Financial Services (x7527).

2010-2011 CF Selection Timeline

February 16, 2010

CF Open House, 6:00 pm – 8:00 pm in the Courtyard Cafe.

Interested students will learn more about the Collegiate Fellow program and the responsibilities of the position. Central staff members, Head Residents, and current CFs will be on hand to talk about their role, the role CFs play in the residence halls, and to answer any questions about the application/interview process. We want you to be able to figure out if the CF position is a good match for you! Make sure to check out two other leadership opportunities that night!

Gustie Greeter Open House: Gustie Den (6:00pm-8:00pm)

Peer Assistant Open House: PA Office (6:00pm-8:00pm)

February 24, 2010

CF Open House II, 6:00 pm – 8:00 pm in the Residential Life Office/Diversity Center

March 1, 2010

Applications Due, by 4:30 pm in the Residential Life Office

Applicants will select an Interview Roundabout slot of 2 hours when they submit their application materials. **Your two references must be received by March 1, 2010.**

- Cover letter outlining interest in applying for the CF position, Resume
- Application (don't forget to sign it), Essays (not more than 2 pages each please)
- Two reference forms, Background Check Consent Form

March 9-11

Interview Roundabouts, 6:00 pm – 10:30 pm at the Board Room

Interviews consist of 5, 8-minute interviews with a current CF, a Central Staff member or Head Resident. Afterwards, candidates participate in two 25-minute group activities facilitated by Head Residents or current CFs. Last, you will meet with the Director of Residential Life and current CFs to discuss the position, expectations, compensation, or any other questions you may have about joining the Residential Life team! The group activities may require you to sit on the floor, so please plan your apparel appropriately, but remember that this IS a job interview.

March 26, 2010

Candidate Notification

Candidates will receive a letter in their P.O. Box indicating their status:

- Placed—Candidates will receive a position offer with residence hall placement
- Hireable, but not placed—Candidates are “alternates” who will be considered for placement (if they meet the hiring criteria) and positions open
- Not Hireable—Candidates did not indicate through the process that their skills met the requirements for the position

Students receiving placement will also receive a letter of intent to be returned to Residential Life before April 9, 2010.

April 9, 2010

Status Letters Returned, 4:30pm to the Residential Life Office

April 18, 2010

2010-2011 Staff Kick-Off, 7:00 pm – 10:00 pm Confer/Vickner

Collegiate Fellow Position Description

REPORTS TO:

Regarding student conduct & performance responsibilities:

One of the following Residential Life Central Staff Members

- Area Coordinators
- Assistant Directors of Residential Life
- Director of Residential Life

Regarding community-building activities:

- Head Resident

COORDINATES WITH:

Dean of Students & Assistant Deans of Students

Assistant Directors & Area Coordinators in the Residential Life Office

Safety and Security

Physical Plant and Housekeeping Offices

Advising/Counseling Center

Coordinator for Alcohol and Drug Education

Residential Life Administrative Assistant

POSITION GOALS:

1. To assist in providing a safe and supportive environment within the residence halls that is conducive to academic achievement and overall personal growth;
2. To assist in performing administrative tasks related to the general operation of the residence halls (e.g., record-keeping, key distribution, building maintenance and safety, damage assessment, hall opening and closing procedures, communication with residents, etc.);
3. To support the orientation to college life and personal development of students, by a) scheduling and implementing educational, social, cultural, recreational, and community building activities in the halls that complement comprehensive learning and development; and b) offering resource and referral information to students regarding academic and personal issues, relevant programs and services, and campus organizations and events;
4. To represent, interpret, and enforce College objectives, policies, rules, regulations, and goals to students, and to convey student attitudes, opinions, and actions to appropriate College officials;
5. To serve as a role model for students living in the residence halls.

Collegiate Fellow Performance Responsibilities

Agent of the College
& the Residential
Life Office

- Support the goals, objectives, and philosophy of the Residential Life program and the educational mission of the college
- Assist in maintaining the College's image when dealing with students, parents, staff, and visitors to the halls
- Be an active member of the Collegiate Fellow team both at the campus and hall level

Administrative Duties

- Communicate official notices and other information to residents through postings or newsletters, meetings, etc.
- Maintain hall records as directed.
- Complete administrative duties and other work in accordance with established deadlines, timelines and procedures
- Assist with distribution of keys as students occupy rooms and to be available as requested in the event of lock-outs
- Conduct health and safety checks monthly, and report concerns to the Area Coordinator, as described in the Residential Life Manual.
- Assist in all openings & closings of residence halls as designated by the Area Coordinator
- Remain or return to campus in time for the closing and opening of the halls at break periods (Fall Opening, Thanksgiving, Christmas, Spring Break, and Spring Closing) to assist as directed by the Area Coordinator
- Assist in CF Selection, including recruitment, interviews, and other activities.
- To undertake all other reasonable duties in the hall that are requested by the Head Resident, Area Coordinator, Director, or the Dean of Students

Ethics & Role Modeling

- Behave in a manner consistent with the Ethical Guidelines for Collegiate Fellows.
- Act as positive role models on and off campus, and set an example both in knowing and in abiding by College policies and local ordinances.
- Live in a single room and maintain it as a model for the community and to the credit of the institution

Community Development & Programming

- In conjunction with, and reporting to the Head Resident, intentionally create community-building and learning opportunities through floor/section programming, personal interaction with all floor/section members, and all hall social and educational activities
- Assist with initiating peacekeeping, mediation, and conciliation to deal with interpersonal conflict within the residence halls as directed by and in consultation with the Area Coordinator.
- Serve as a resource and advisor for those seeking to develop activities and events for the halls
- Work with the hall staff to schedule, promote and attend a meaningful program of cultural/educational/social activities and events
- Identify, promote, and assist student leadership in the halls, including hall governance initiatives.

Community & Behavioral Standards

- Understand, abide by, and enforce all College policies, and assist students in understanding the College's residential mission and community living policies.
- Monitor the hall environment and develop an atmosphere conducive to self-discipline and a consistent expectation that noise and other distractions not prevent residents from having adequate time for study and sleep
- Confront students when violations of rules or standards are observed, and to intervene appropriately as outlined in the Residential Life Manual
- Work with the Head Resident, Area Coordinator, the Director, or other staff in dealing with inappropriate behavior trends they encounter.

Individual Support & Referrals

Availability & Time Commitment

Conditions for Employment

- Respond appropriately to emergencies as discussed in the Residential Life Manual, and as directed by the Central Staff or the Dean of Students Office.
- Participate regularly in the hall duty schedule.
- Collegiate Fellows charged with violation of campus regulations, ethical standards or civil law will be subject to suspension and/or dismissal.
- Have sufficient knowledge of College resources to provide effective referral to various counseling services
- Advise, counsel, and listen to residents and to monitor staff concerns about individuals or situations
- Maintain visibility and accessibility to residents in assigned residence hall.
- Participate fully in staff training activities. Training is a year-long process consisting of August Training and Continued Training sessions throughout the year. Absences are approved by the Area Coordinator, and CFs must complete make-up work.
- Participate fully in regularly scheduled staff meetings and individual supervision meetings with Head Residents and Area Coordinators. Participate fully in any necessary meetings as determined by the Head Resident or Central Staff.
- Remain on campus for the duration of Interim. Requests to travel over Interim for travel courses, approved music ensembles, or approved athletics teams must be made during the Spring application process. Central staff will approve requests on a space-available basis, and may make hall placement decisions to accommodate travel requests. Other short-term requests are approved by the Area Coordinator in consultation with the Central Staff.
- Weekends away must be communicated ahead of time to Area Coordinators, and are generally limited to one per month, with exceptions made by the Area Coordinator in consultation with the Central Staff. Special weekends (including but not limited to Homecoming and Case Day) are designated as “closed weekends” that require CFs to remain on campus. Expectations for these weekends are determined by the Area Coordinator in consultation with the Central Staff.
- Arrange in advance and in writing all absences from campus for an extended period of 3 or more days with the Area Coordinator.
- A student may not be awarded or maintain a Collegiate Fellow position while on academic or disciplinary probation, and must be full-time with at least a 2.50 cumulative GPA. Not meeting this expectation is grounds for release from service.
- CFs must live on campus for January Term, 2009, unless given prior permission.
- Involvement in other employment or activities (as proscribed below) is contingent upon satisfactory performance by the Collegiate Fellow.
- Collegiate Fellows may not be employed off campus without prior written approval from the Area Coordinator, and are limited to a maximum of 10-12 hours per week.
- Significant on-campus employment and extracurricular involvement (e.g., varsity athletics, touring ensembles, student organization leadership) should be approved in writing and in advance.

Ethical Guidelines for Collegiate Fellows

One of the functions of your Area Coordinators and Head Residents is to help you make appropriate and ethical choices. We also want to help you to understand the power you have to influence and shape the attitudes and behavioral norms in the residence halls. It is of primary importance for us that you wield that power and influence responsibly and with care for individual students and the larger community. When possible, consult with your supervisors about ethically ambiguous situations before they occur. We believe in supervision as a developmental tool and understand that everyone can make a mistake. In situations where serious errors of judgment are evident, however, employment termination may be required both to maintain the integrity of the entire CF program and to meet our ethical obligations to residents.

We have put together the following list to help you understand the types of behavior that we believe to have ethical implications. There will always be gray areas and no list can cover every eventuality. You are responsible for knowing, understanding, and following ALL College policies and, in addition, for representing, monitoring, and enforcing those policies for other students. You compromise your effectiveness if you fail to follow or represent them, and face consequences ranging from reprimand to dismissal.

Put simply, you should use common sense and exhibit responsibility:

- If the behavior is illegal, DON'T DO IT.
- If the behavior appears to violate policy, DON'T DO IT.
- If the behavior may jeopardize your credibility, or the credibility of the CF program, DON'T DO IT.
- If you have any doubts, DON'T DO IT, until you ask and find out if it is appropriate.

Expectations

- Be a positive role model, both in your academic work and your behavior.
- Build positive relationships with your residents and fellow staff members (Area Coordinator, Head Resident, and Collegiate Fellow).
- Assess the needs of your residents and plan programs/activities accordingly
- Participate in your staff duty rotation, which may include College breaks
- Remain for hall closings and assist with room checks, as determined by your Area Coordinator
- Set standards for a positive, just, safe, and inclusive community in your area
- Serve as a referral and resource person for residents
- Maintain a positive, professional attitude without misusing your position or authority

Unacceptable Behavior

- Violating Residential Life, College policies, or violating Statements of Student Responsibilities.
- **Underage CFs:** Possessing/consuming alcoholic beverages, or possession/use of a fake ID.
- **Of-age CFs:** Consuming alcohol or using illegal substances with any underage students. Purchasing alcohol or illegal substances for any underage students. Consuming alcohol or using any substances, illegal or otherwise, that affects your ability to respond during or before Hall Duty. It is expected for the duration of one's Duty shift that CF's BAC will be 0.000. Using alcohol or illegal substances in an irresponsible manner that jeopardizes your credibility as a CF.
- Engaging in questionable or illegal activities in off-campus situations where other students could be aware of your actions.
- Making little or no effort to meet expectations; Breaching confidentiality
- Being placed on academic or disciplinary probation

Other Issues of Note

- You should be supportive of your staff team, their decisions, and their policy interpretations.
- Your hall and area staff should demonstrate consistency in dealing with situations or conflicts that may arise.
- You should be firm with your residents and model behavior that they can learn from. The distinction is subtle, but your emphasis should be concern for acceptable behavior rather than simply enforcement and discipline.
- You should be fair and honest with yourself and with residents, which may involve placing disciplinary actions before friendships.
- You should attempt to build a community that respects and celebrates a variety of opinions.
- You should attempt to provide a living environment that is pleasant and enjoyable, both for your residents and for yourself.

Facebook and Other Social Networks

Since the majority of you already have Facebook or other social network profiles, you are likely familiar with what it is about. Ideally, these networks are great keyword-searchable, web-based tools for students to connect and communicate with each other both academically and socially. Some CFs and other student groups use Facebook to connect with students and even spread the word about activities or programs of interest. Here are some other points to consider that may not be as understood about Facebook and other social networking sites:

- Many students are under the false assumption that content is private information because the site is “password protected.” To the contrary, information and pictures posted on the internet are in the public domain. This public content (i.e. pictures, statements, quotations, group affiliations) creates a public persona.
- Facebook members have an opportunity to provide viewers with SIGNIFICANT pieces of private information, including room numbers, phone numbers, pictures, and class schedules. Nationwide, this has created an increased concern from College and University law enforcement officials that Facebook provides potential stalkers with all the information they need.
- Many students don’t realize when they set up their accounts that there are ways to protect some of this information from being posted. These options can be adjusted at any time for example, by going to the “My Privacy” tab of the Facebook main page.

The prevalence of online social networks has both positive and negative implications for Collegiate Fellows. We expect CFs to understand the influence they have on other students as role models and agents of the College. This includes CFs behavior both on and off campus. Many sites to include Facebook makes public students’ choices and affiliations (i.e., behaviors stated or implied by pictures, statements or group affiliations). **Residential Life believes that one’s online persona needs to be consistent with expectations for being a positive role model for the campus community.**

Therefore, Residential Life will be looking at CF applicants’ online profiles and will have conversations with any candidates who have ethically questionable material.

Application Essays

Please include with your application responses to the following areas. Please keep your response to less than 2 typed pages.

- If someone asked you to describe your strengths what would you say? Share your strengths with us and provide examples of how and when you utilized your strengths.
- Residential Life strives to create dynamic and cohesive CF teams, and place CFs intentionally. We will consider the strengths and talents that we see you bringing to the team and your preference for working in various environments. Therefore, in what hall environments are you most interested in working? **Please explain for each possible environment why you feel that environment is a good fit for you, and what contributions you will make as a Collegiate Fellow in that specific setting.** (Examples of environments are First-Year, Upper-Class, Uhler co-ed by room, International, PLEDGE, large staffs, small staffs.) Please also include any other considerations you believe critical to placement (i.e. medical or physical considerations).

If you are planning to participate in an Interim Experience or activity that requires travel during Interim (to include music and athletics), 2011 (J-term), please include with your application a response to the following questions. Please keep your response to less than 2 typed page:

A limited number of Interim travel absences are allowed for any one hall or area. Applicants who are determined to be hireable must understand that a desire to be away during Interim may affect placement. Priority will given to those who are returning CFs (by number of semesters as a CF), class standing (by Adjusted Year in Residence), and those not having taken the opportunity to travel under this policy before. In addition, we will consider the applicability of the desired travel to major/career as articulated by the student in the essay below.

- Please describe the course or activity in which you would like to participate. How would this travel experience enrich your curricular or co-curricular experience at Gustavus? How does that experience fit into your major/career plans? How does your participation in this experience fit into your desired hall placement as described in the second essay above?

Before submitting your application, please read the paragraphs below and sign on the designated line.

In the course of reviewing your Collegiate Fellow application, we will be verifying your academic and disciplinary records. We request your permission to have access to this information.

"I understand that I must have at least a 2.50 cumulative GPA as well as be free of Academic Probation or Disciplinary Probation to be offered and retain a Collegiate Fellow position.

"I give my permission for access to my academic and/or disciplinary records. This access to records will start with the application process and continue through the length of my employment should I be hired for a Collegiate Fellow position.

"I hereby certify that all entries on this application are true and complete to the best of my knowledge, and I agree and understand that any falsification of information herein, regardless of discovery, may cause forfeiture on my part to any employment. I understand that all information on this application is subject to verification."

"I hereby give Residential Life permission to solicit input about my candidacy from current Collegiate Fellows, Head Residents, and Residential Life Central Staff. I understand that I will have an opportunity to answer any concerns that would negatively affect my candidacy through a meeting with the Director of Residential Life. The deadline for these submissions is March 8, 2009."

Collegiate Fellow Applicant Signature _____ Date _____

It is the policy and practice of Gustavus Adolphus College and Residential Life to provide equal educational and employment opportunities for all.

REMEMBER: In addition to this Application Form, Essay Answers, References and Background Check Consent Form, you must submit a cover letter and resume to complete your application materials.

Collegiate Fellow Reference Form #1

Applicant's Name: _____

(Last, First, MI)

EVALUATOR: By law, evaluations such as this one can be kept confidential only if the applicant has signed a waiver to that effect. Before you complete the evaluation, please note whether or not the waiver (below) has been signed.

APPLICANT: By law, we must allow you, upon referral, access to completed evaluations unless you sign a waiver indicating otherwise. This waiver is provided below should you choose this option.

- I waive my right to access this evaluation form once it has been completed.
 I reserve my right to access this evaluation form once it has been completed.

Applicant's Signature: _____

How well do you know the applicant? Slightly Fairly Well Very Well

Under what circumstances and for how long have you known the applicant?

The above person has applied for a Collegiate Fellow (CF) position in the Residential Life program at Gustavus Adolphus College. The position is a sophomore, junior, or senior student who lives in each of our residence halls. CFs provide individual support for students and help to create a positive community experience through their relationships with residents and the planning of educational and social programs. They are resources for students, and assist students with academic, personal, social, and lifestyle concerns. CFs also help the Residential Life Office with the administrative tasks of managing a residence hall system housing 2100 students. The position is demanding of personal time and requires significant initiative and effort.

We have listed below many of the skill sets or characteristics most needed in a strong candidate. We would appreciate your frank response to the items below based on your experience with and knowledge of the applicant.

NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled	NA	1	2	3	4
LEADERSHIP: Inspires others; able to coordinate and lead activities; able to facilitate group interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORGANIZATION: Prioritizes tasks and manages time wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE: Maintains a positive outlook and realistic perspective; has enthusiasm and physical energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE: Approaches new situations; self-motivated; sets and accomplishes goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSIBILITY: dependable, prompt, accurate with administrative responsibilities; makes mature decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION: Grasps ideas; able to read, speak, write, and listen effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATURITY: Has common sense and shows good judgment; self-aware; able to deal with diverse populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL SENSITIVITY: Is sensitive to and understanding of others' feelings and responds appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTEGRITY: Is honest; adheres to community standards; is a role model; maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled	NA	1	2	3	4
OVERALL EVALUATION: Please summarize your knowledge of the applicant using the same scale above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide support for your OVERALL EVALUATION of this applicant. Specific observations of the skill areas on Page 1 will be helpful.

What do you consider the applicant's most outstanding characteristic?

What weaknesses might challenge the applicant's performance as a Collegiate Fellow?

Signature: _____

Date: _____

Name: _____

Title: _____

Please submit by Monday, March 1, 2010

Please return to the Residential Life Office; Gustavus Adolphus College
800 W. College Ave.; St. Peter, MN 56082

Collegiate Fellow Reference Form #2

Applicant's Name: _____

(Last, First, MI)

EVALUATOR: By law, evaluations such as this one can be kept confidential only if the applicant has signed a waiver to that effect. Before you complete the evaluation, please note whether or not the waiver (below) has been signed.

APPLICANT: By law, we must allow you, upon referral, access to completed evaluations unless you sign a waiver indicating otherwise. This waiver is provided below should you choose this option.

- I waive my right to access this evaluation form once it has been completed.
 I reserve my right to access this evaluation form once it has been completed.

Applicant's Signature: _____

How well do you know the applicant? Slightly Fairly Well Very Well

Under what circumstances and for how long have you known the applicant?

The above person has applied for a Collegiate Fellow (CF) position in the Residential Life program at Gustavus Adolphus College. The position is a sophomore, junior, or senior student who lives in each of our residence halls. CFs provide individual support for students and help to create a positive community experience through their relationships with residents and the planning of educational and social programs. They are resources for students, and assist students with academic, personal, social, and lifestyle concerns. CFs also help the Residential Life Office with the administrative tasks of managing a residence hall system housing 2100 students. The position is demanding of personal time and requires significant initiative and effort.

We have listed below many of the skill sets or characteristics most needed in a strong candidate. We would appreciate your frank response to the items below based on your experience with and knowledge of the applicant.

NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled	NA	1	2	3	4
LEADERSHIP: Inspires others; able to coordinate and lead activities; able to facilitate group interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORGANIZATION: Prioritizes tasks and manages time wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE: Maintains a positive outlook and realistic perspective; has enthusiasm and physical energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE: Approaches new situations; self-motivated; sets and accomplishes goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSIBILITY: dependable, prompt, accurate with administrative responsibilities; makes mature decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION: Grasps ideas; able to read, speak, write, and listen effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATURITY: Has common sense and shows good judgment; self-aware; able to deal with diverse populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL SENSITIVITY: Is sensitive to and understanding of others' feelings and responds appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTEGRITY: Is honest; adheres to community standards; is a role model; maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled	NA	1	2	3	4
OVERALL EVALUATION: Please summarize your knowledge of the applicant using the same scale above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide support for your OVERALL EVALUATION of this applicant. Specific observations of the skill areas on Page 1 will be helpful.

What do you consider the applicant's most outstanding characteristic?

What weaknesses might challenge the applicant's performance as a Collegiate Fellow?

Signature: _____

Date: _____

Name: _____

Title: _____

Please submit by Monday, March 1, 2010

Please return to the Residential Life Office; Gustavus Adolphus College
800 W. College Ave.; St. Peter, MN 56082

BACKGROUND CHECK CONSENT FORM

Please **TYPE OR PRINT** the following Employee/Applicant information:

Last Name: _____ First Name: _____ Middle Name (full): _____
Maiden/Former/Alias: _____ Sex: Male Female

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Check One:

- I have been a resident of Minnesota for the past ten years.**
- I have not been a resident of Minnesota for the past ten years.
(A Federal check may be required including a fingerprint card.)**

A search of the Minnesota State Criminal Repository and/or the Federal Bureau of Investigation's Criminal Justice information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By this statute, colleges and universities are now required to perform such checks on individuals hired or applying to be hired who have or would have the means, within the scope of their duties, to enter tenants' dwelling units. By signing this form, you are allowing Gustavus Adolphus College, by state or local law enforcement authorities, to access any criminal data maintained in these files that applies under this statute.

I understand that I have the following rights:

- 1. The right to be informed that the College will request a background check on me to determine whether I have been convicted of a crime specific to section 299C.67, subdivision 2.**
- 2. The right to be informed by the college of the appropriate response(s) to the background check and to obtain from the College, a copy of the background check report.**
- 3. The right to obtain from the appropriate agency any record that forms the basis for this report.**
- 4. The right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, subdivision 4.**
- 5. The right to be informed by the College if my application to be employed by Gustavus Adolphus College or to continue as an employee has been denied because of the result of the background check.**

I authorize the Minnesota Bureau of Criminal Apprehension or any other law enforcement agency to disclose all criminal history record information to Gustavus Adolphus College for the purpose of employment with this institution as a Collegiate Fellow pursuant to Minnesota State Statutes 299C.67 to 299C.71.

The expiration of this authorization shall be one year from the date of my signature.

Signature

Date

Attention: Residential Life

**Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082**