

Squad Leader Recruitment Strategy 2011

Squad Leader Selection Process

October

Position Posting

Wednesday, Oct 5th OPC to discuss Squad Leader position and recruitment

Friday, October 7th Joey/Shannon have updated SL position description and application requirements (cover letter and resume) and distributed to distribute to faculty SDOs/SDCs by this date – moved to Oct 11th

Thursday October 13th Faculty SDOs/SDCs to return edited SL position description to specify Faculty/School requirements to Joey

- Squad Leaders apply through central system as previous years

End of day Thursday, October 13th Joey will have circulate final posting and position descriptions to SDOs/SDCs by this date

Thursday, October 13th Joey to post on Careers Online

Wednesday, October 19th (at the latest)

1. News of posting to be distributed in the following ways by end of day at the latest:
 - a. Faculty to email their 2011 SLs that the postings are up, and ask them to let the MLs/GLs in their group that they thought were particularly great know.
 - b. Faculty contacts and SD staff to distribute to their specific student networks, targeting students they think would be excellent
 - c. To be featured on the UBC FYI blog (Date?)
 - d. To be featured on the www.involvement.ubc.ca website (I can't remember if this was the plan)

Wednesday, October 26th Applications due at the end of the day

Interview Documents

Tuesday, October 18th Working group made up of _____ and Joey to establish selection questions for SLs, to be sent to Faculty contacts by this date

Friday, October 28th Faculty contacts to add any personalized interview questions for their Faculty/provide any general feedback and send Joey the final version of their questions to be archived on the LAN by this date.

Monday, October 24th An interview rubric to aid in the assessment of leaders will be provided by Joey by the end of day

Thursday, October 27th The final calendar of Squad Leader dates reflecting changes to recruitment, selection, and training of other Orientation Leaders will be distributed by this date.

Selection for Interviews

Thursday, October 27th O-Team to collect applications and distribute faculty-specific applications to SDOs/SDCs (organization ongoing, send during the afternoon.

Monday, October 31st Short-listing of candidates by Faculty contacts by end-of-day and sent back to O-team

Interviews

- O-Team to manage logistics of interview scheduling (with *Flash Appointments*), headed up by OTC.

Friday, October 14th Faculty contacts to confirm involvement in interview process including the number of hours of interviews they are able to do, and/or that their faculty colleagues are able to do (example International Faculty Contacts)

Wednesday, October 26th Faculty contacts to confirm precise date and times of availability for the indicated number of hours (+1 or 2 for easier scheduling) **between Thursday, November 3rd and Wednesday, November 23rd** for interviews. Please also indicate where you would like your interviews to take place; if you have your own office, it will be the ideal location for interviews as we'll know it's available.

- a. Interview panel to include one of the following combinations:
 - **Best:** Professional staff faculty contact with O-Team member, ex. Tannis and Ricky
 - **2nd best:** Professional staff non-faculty specific with faculty-specific student staff member, ie. Co-op. , ex. Evan and Amelie
 - **Also good:** Two full time staff, at least one faculty-specific, ex. Winnie and Joey

November

Interviews

Tuesday, November 1st O-Team to send out invitations for interviews to SL candidates asking them to book themselves in via *Flash Appointments* during one of the timeslots their faculty reps are available.

Wednesday, November 23rd Interviews to be completed by end of day. Faculty-contacts to prepare interview sheets etc for all interviews.

Selection for Offers

Friday, November 4th O-Team to send out common messaging to faculty contacts to use when making offers to SLs by this date. This will include a link to a survey for SL candidates to verify their availability for all SL calendar dates or to flag any conflicts.

Thursday, November 24th Faculty contacts to send to Woo the names of SL candidates they think would be good for GALA by end of day

Friday, November 25th O-Team to make GALA SL offers

Friday, November 25th Faculty contacts to make offers to successful Imagine SL candidates by end of day

Monday, November 28th Faculty contacts to send list of accepted SLs to O-Team by this date for compilation in our files and preparation for first BOO Meeting.

November 30th/December 1st/First week of January? First BOO Meeting

Numbers we want for SLs:

Faculty/School/Program	# I 2011	# I 2012	# G 2011	# G 2012
Arts – General	15		3	
Arts – Arts One	2		-	
Arts – CAP	4		-	
Arts – Music	1		-	
Arts – Transfer	1		-	
Science – General	14		6	
Science – Science One	1		-	
Science – CSP	2		-	
Science – Computer Science	1		-	
Engineering	7		1	
Sauder	5		-	
Kinesiology	2		1	
Forestry	2		-	
Land and Food Systems	3		-	
Welcome Team (any faculty, look for extra good candidate and let Joey know!)	1	1	-	-

*Note: The breakdown is less stringent on which faculties GALA SLs have to be from, but if ALL interviewers could keep GALA in mind when selecting students, then we will end up with a great team with a good cross section of faculties. I have put recommendations here.