

Interview Days (I-Days) February 10th & February 24th

- **I-Days Schedule**

- 6:30am- Pick Up Vans (#62 & #65)
- 7:00am- Leave ONU
- 9:00-4:00pm- Interviews at BGSU
- 4:15-5:15pm- Drive back to ONU with Candidates
- 5:15-6:45pm- Dinner at El Campo
- 6:50-7:20pm- Driving Campus Tour
- 7:30-8:30pm- Monday Muncies (Affinity NW)
- 8:30-9:00pm- Student Interviews (Affinity NW)
- 9:00pm- Depart from ONU

- **Important Dates**

- **Friday, January 17, 2014**- Internship Position Descriptions Due to Amy
- **Tuesday, January 28, 2014** -Round One Candidate Resumes Sent to Internship
- **Monday, February 3, 2014**- Round One Interview Requests Due to Amy
- **Friday, February 7, 2014**- Round One Interview Schedule Sent to Supervisors
- **Friday, February 14, 2014** -All Round Two Resumes Sent to Internship
- **Monday, February 17, 2014**- Round Two Interview Requests Due to Amy
- **Friday, February 21, 2014** -Round Two Interview Schedule Sent to Supervisors
- **Monday, March 3, 2014** -Supervisor Intern Preferences Due to Amy
- **Thursday, March 6, 2014**- Candidate/Internship Site Matching Done by HESA
- **Friday, March 7, 2014** -Supervisors Extend Internship Offers to Candidates

- **Candidate Gifts**

- Popcorn
- Thank You Cards

- **ONU Interview Swag**

- ResLife Table Clothes
- Stand Up Posters
- Multicultural Information

- **Multicultural**

- 3 Students for Student Interviews
- Get together information and decoration for tables
- Get together interview questions and compile them with ResLife questions

- **Justin**

- Interview Questions
- Candidate Preference Form
- HR Score Sheet

- **Things Still To Do**

- Finalize Monday Muncies
- Finalize Students attending
- Questions for students interviews
- Create resume score sheet
- Follow-up with dinner guest

Ohio Northern University
Graduate Assistant Interview Evaluation

Applicant Information Name: _____

Interviewer Information Name: _____

**Please rate the candidate on the following 4 pt. scale according to their responses, 1 being the lowest score and 4 being the highest.*

1 – Very Unsatisfactory Response 2 – Unsatisfactory Response 3 – Satisfactory Response 4 – Exceptional Response

Programming				
Comments:	1 – Listed programming but did not process their purpose	2 – Listed programming and provided some explanation of selection	3 – Listed programming and provided satisfactory explanation	4 – Described programming and provided exceptional description and explanation
Interpersonal Skills				
Comments:	1 – Provided example(s) but did not process question	2 – Provided example(s) and provided some explanation	3 – Provided example(s) and provided satisfactory explanation	4 – Provided example(s) and provided exceptional description and explanation
Leadership Skills				
Comments:	1 – Provided example(s) but did not process question	2 – Provided example(s) and provided some explanation; demonstrated below-average understanding of leadership	3 – Provided example(s) and provided satisfactory explanation; demonstrated average understanding of leadership	4 – Provided example(s) and provided exceptional description and explanation; demonstrated above-average understanding of leadership
Diversity Appreciation				
Comments:	1 – Provided example(s) but did not process question	2 – Provided example(s) and provided some explanation; demonstrated below-average understanding of diversity	3 – Provided example(s) and provided satisfactory explanation; demonstrated average understanding of diversity	4 – Provided example(s) and provided exceptional description and explanation; demonstrated above-average understanding of diversity
Job Awareness				
Comments:	1 – Provided example(s) but did not process question	2 – Provided example(s) and provided some explanation; demonstrated below-average understanding of residence life responsibilities	3 – Provided example(s) and provided satisfactory explanation; demonstrated average understanding of residence life responsibilities	4 – Provided example(s) and provided exceptional description and explanation; demonstrated above-average understanding of residence life responsibilities
Communication Skills				
Comments:	1 – Provided example(s) but did not process question	2 – Provided example(s) and provided some explanation; demonstrated below-average understanding of communication	3 – Provided example(s) and provided satisfactory explanation; demonstrated average understanding of communication	4 – Provided example(s) and provided exceptional description and explanation; demonstrated above-average understanding of communication
Self Awareness				
Comments:	1 – Provided response but did not process	2 – Provided response but did not demonstrate sense of self	3 - Provided accurate/adequate response and demonstrated average sense of self	4 - Provided thoughtful response and demonstrated exceptional sense of self

Do Not Recommend ____ Recommend with Reservation ____ Recommend ____ Highly Recommend ____

Overall Score ____/28

Interview Questions

- Tell me about yourself?
- What interested you in this position?
- In what specific ways has diversity shaped your leadership/supervisor style?
- Have you ever taken on the personality test Myers Briggs, True Colors, Strengthsquest etc? How do you use your style to shape your leadership/supervisor style?*
- What is your ideal work environment?
- Why are you interested in ONU?
- Through this position, what professional skills do you hope to gain?
- What specific things have you done to further your knowledge about multiculturalism/diversity? In what specific ways have you used that knowledge?
- What unique qualities would you bring to this position?
- You're allowed to throw a dinner party with any three people dead, alive, or fictional who would you invited and why?
- Please talk about a successful event you have planned?
- What do you do for fun and to relax?
- Is there anything not reflected in these questions or on your resume that would make you a successful candidate for this position?