

The Resident Assistant Selection Process

The selection process for Resident Assistants (RAs) occurs throughout the Autumn and Winter Quarters. Candidates may be asked to interview by phone or in person several times in order for Resident Head who are hiring an RA to become as familiar with as many qualified candidates as possible, and to allow maximum opportunity for candidates to be hired into a position.

Application Forms and Recommendations

Each candidate for the RA position is required to complete an application form which included a written statement and current resume. For those complete a paper application, a copy of the complete application including all materials, should be submitted. Please use a paper clip rather than stapling your application materials. For candidates submitting a PDF application, it should be emailed to collegehousingselection@uchicago.edu by 4:30pm on **January 15, 2018**.

Applicants will be supplied with two recommendations forms to be given to references and one evaluation form to be given to their current/most recent Resident Head(s). Recommendation letters and evaluations should be returned directly by the recommenders in person to the Housing & Residence Life Office or via email at collegehousingselection@uchicago.edu by **January 17, 2018**.

The four phases to the RA interview and selection process:

1. Application

All candidates must attend one of the information sessions offered. The information sessions will provide critical information in regards to the functions of the job, allow time to ask current RAs questions, and assist in determining in the RA position will offer the types of experiences you would like to have. All candidates must turn in an application by January 15, 2018 by 4:30pm either to the Housing & Residence Life Office or via email to collegehousingselection@uchicago.edu.

2. Preliminary Interviews

The first phase of the selection process consists of a preliminary interview with current members of the Housing & Residence Life staff and students. This interview will be scheduled after candidates return their completed application to Housing & Residence Life and have been notified that they are moving forward in the selection process. Almost all of the interviewed are scheduled on weekday nights and weekends, and last approximately one hour. The location of these interviews has no bearing on the House to which candidates might later be appointed. This phase of interviews is scheduled to be completed by **January 31, 2018**

3. Candidate Meet & Greet

This is an opportunity to meet many of the Resident Heads hiring for the position. Every candidate is required to attend the Meet & Greet session on **February 3, 2018**. The Meet & Greet typically lasts 90 minutes. This phase of the process is utilized to assist RHs in identifying candidates they would like to invite to Placement interviews.



4. Placement Interviews

Candidates may then be invited to participate in placement interviews for the RA position in that specific House for the 2018-2019 academic year. The placement interviews will be completed by **March 7, 2018**.

In early March, Resident Heads who have conducted interviews will offer positions to individual candidates. This is not the conclusion of the entire selection process as there could be several vacant positions which will be filled as they become available.