

APPLICATION AND INTERVIEW TIPS

*For Prospective
Community Coordinator
Applicants*

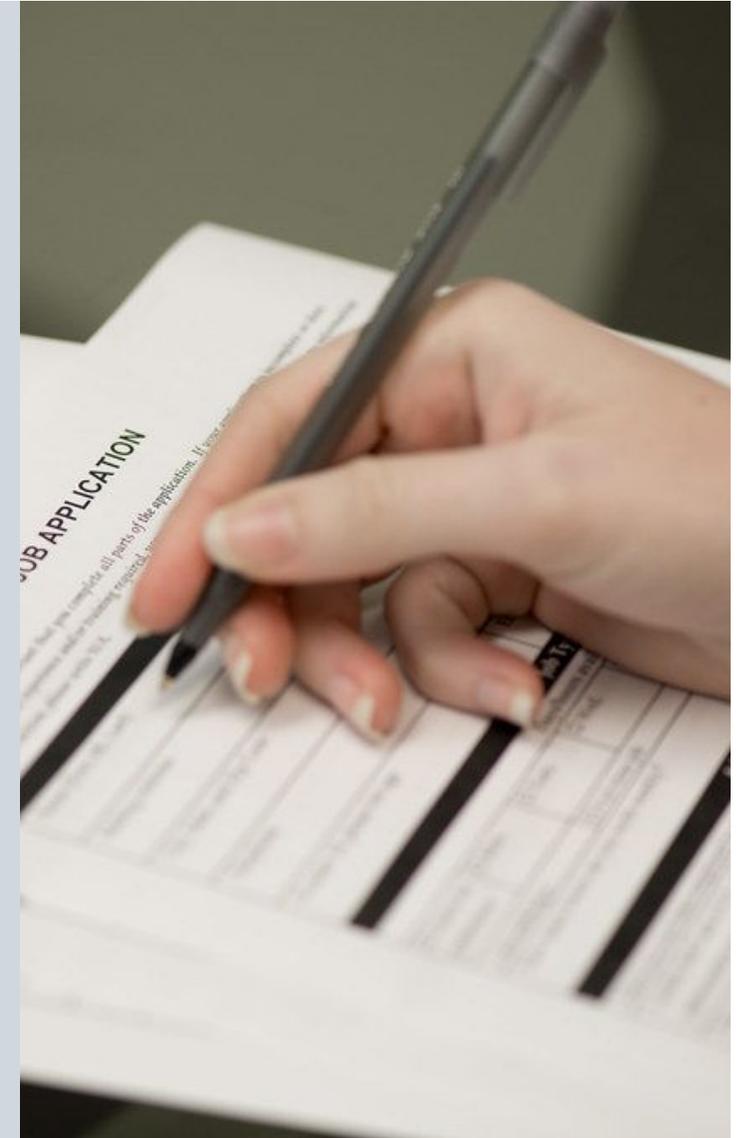


BROWN
Office of Residential Life

THE APPLICATION

□ Essay Responses

- **Tell your story!** Stories are relatable; invite the reader to understand you on a personal level.
- **Use specific examples.** This provides context for how you would react or handle any given situation.
- **Write with purpose.** Show us why you would be a strong, unique member of the Community Coordinator staff.
- **Be authentic.** Your essay should have your voice and reflect your integrity.
- **Answer the question.** Go back and re-read the question, then make sure your answer is thorough, clear, and that you've covered all parts.



BEFORE THE INTERVIEW



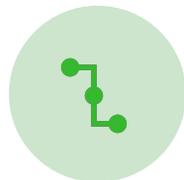
Review the Position Description: Be familiar with and understand what the role entails. Talk with your Area Coordinator or other members of the ORL staff for clarification



Think about why you want to be an Community Coordinator, and reflect on your personal characteristics, skills and knowledge.



Review the Residential Life website and policies



Consider how past experiences connect with the Community Coordinator position.



BEFORE THE INTERVIEW, CONT'D.

- Practice asking the questions you would like to pose to your interviewers.
- Come up with a list of questions you think you might be asked to answer, and have your friends help you practice.
- Get a good night of sleep the night before your interview!



The Group Interview

- Communicate with each other – openly, honestly, and respectfully
- Don't dwell on perfection, we want you to get the task completed
- Be willing to help others
- Don't be afraid to make suggestions – even if they seem far-out
- Different points of view should be welcomed
- Engage
- Make friends
- Involve everyone
- Be yourself
- Speak with purpose
- Listen
- **HAVE FUN!**



THE INTERVIEW

- **BE ON TIME!** Arrive at least 5 minutes earlier than your scheduled interview.
- Take a few moments to compose your answer before you respond to questions.
- Provide detail and examples in your answers. Let the interviewers learn as much about you as possible.
- Bring/Take notes.
- Ask questions. Ask for clarification.
- Most importantly: **BE YOURSELF!** The purpose of the interview is so that you and the Residential Life staff can get to know one another better.





PREPARING TO ANSWER QUESTIONS

- **Practice Your Answers** to a variety of questions.
- Begin by preparing your 60-second personal statement: Your answer to the, “Tell me about yourself” question.
- Write at least three success stories to answer behavioral interview questions. Typical behavior-based questions focus on understanding a specific situation or challenge that you have faced that will demonstrate a particular quality or skill that is relevant to the position.
- To maximize the effectiveness of your answers, try using the STAR system.

THE STAR SYSTEM

EFFECTIVE STORY TELLING: direct, logical, meaningful and personalized



Do not think of new details as you answer. SAY what you had planned for & END

CHARACTERISTICS WE LOOK FOR

1. Communication Skills
2. Honesty/Integrity
3. Teamwork Skills
4. Willing to take initiative
5. Strong work ethic
6. Interpersonal skills
7. Good listener
8. Flexibility/Adaptability
9. Cultural Humility
10. Self-confidence
11. Leadership Skills
12. Organization Skills
13. Detail Oriented
14. Friendly
15. Self-awareness
16. Creative
17. Considerate
18. Possessing a sense of Humor

GOOD LUCK!

Questions? Contact us
at Res_Life@brown.edu