NEW STUDENT ORIENTATION GUIDE
Summer 2016

Important Information – Please keep for your records

APPLICATION: Please return the attached application to the lobby of Enrollment Services in the basement of Varnell-Jones Hall by Thursday, April 28 at 4:30 p.m.

SELECTION CRITERIA
• Have a 2.75 U of M cumulative GPA or higher. Freshmen applicants must have a 3.0 or higher high school GPA to apply. You are required to maintain this standard for the entirety of the role.
• All undergraduate students are invited to apply-No graduate students are hired for this position.
• Submit one reference form (see attached) from a current University faculty/staff member at the time application is turned in (no graduate assistants or student recommendations, please).
• Display leadership and involvement experience and/or potential.
• Exhibit a commitment to the University and orientation program as a whole.
• Must possess the following personal qualities: responsibility, initiative, flexible, self-motivating, enthusiasm, punctuality, a positive attitude, and works well with others.
• Must be in good judicial standing at the University.

Orientation Guide Timeline:
New Student Orientation Session Dates
Wednesday, June 22
Monday, August 8
Tuesday, August 9
8:00 a.m. – 5:00 p.m. All three sessions

Orientation Guide Training
Thursday, May 12
Friday, June 17
9:00 a.m. – 3:00 p.m. both days
Location: Wisdom Parlor, V-J Hall

GEAR UP: Rising Seniors Camp (OG Training)
Tuesday, May 17
Wednesday, May 18
9:00 a.m. – 3:00 p.m. both days

INDIVIDUAL INTERVIEWS: The individual interviews will be held at different times (that you will sign up for when you submit your application) on Tuesday, April 19, 2016 in the Enrollment Service Office in Varnell-Jones.

NOTIFICATION: You will be notified by email on Thursday, April 20, 2016 by 4:30 p.m. whether you have been selected.

TRAINING: Two mandatory training sessions will be held on May 20, 2016 and June 17, 2016 for summer sessions. The approximate hours of training will be from 9:00 am – 3:00 p.m. This will be a comprehensive training program and all sessions must be attended.

NSO SESSION DATES: Summer Sessions will be held on June 23, August 8 and August 9
All Summer sessions are mandatory and Summer Training is mandatory.
Information provided in this document may be subject to change.

MEALS: Any meals offered during the Orientation sessions will be available to you at no charge.

DUTIES: Orientation Guides have various responsibilities including assisting the staff of the Recruitment & Orientation Services Office with the planning and implementation of the summer orientation program. Orientation Guides will be expected to become knowledgeable about all aspects of the University, lead campus tours, help plan activities for students, and perform additional duties as required.

PAY: In addition to meals & housing during the summer, you will be paid a stipend. More information will be available at the interview. Payment is subject to applicable federal and state taxes. All scheduled orientations and training require mandatory attendance.

QUESTIONS?? If you have any questions concerning Orientation dates, schedules, or duties, please contact:

Anna-Marie Smith phone: 731-425-7982 email: atinsley@memphis.edu
2016 Orientation Guide Application

Name:__________________________________________ University ID#:__________________________

Local Address:______________________________________________________________________________

Permanent Address (if different than above):_____________________________________________________________________

Cell Phone:__________________________ Other Phone:__________________________

University Email Address:__________________________ Date of Birth:__________________________

High School Attended & City:________________________________________________________________________

Major:______________ Hours Earned:______ Expected Graduation Year:______

Cumulative U of M GPA:______ If a Freshmen, High School GPA:________

Did you enter the U of M as (circle one): New Freshman Transfer Student*

*If transferred, from what institution did you transfer?______________________________________________

Do you currently live on campus? (circle one): Yes No

Have you ever lived on campus? (circle one): Yes No

Have you been employed at the U of M? (circle one): Yes No

Additional Questions: (Attach additional sheets if necessary)

Work Experience:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Scholarships (if applicable):


List all of your college activities, leadership positions, honors and achievements:


What did you enjoy most and least about your orientation experience?


Why are you applying to be an Orientation Guide and what qualities do you possess that would enable you to work well with new students and their parents?


What are two challenges facing incoming students? Please explain.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

How did you decide that the University of Memphis was the right fit for you?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I certify that the information provided is true and authorize the representatives of the NSO Selection Committee to verify my grade point average and hours earned. Additionally, I authorize the release of any judicial record held in the Office of Judicial Affairs to the representatives of the NSO Selection Committee.

_________________________________________  _______________________________
Signature  Date

***Applications and recommendation forms must be submitted to the lobby of Enrollment Services in the basement of Varnell-Jones Hall by by Thursday, April 7 at 4:00 p.m. ***
ORIENTATION GUIDE 2016 REFERENCE FORM

Name of Applicant:

____________________________________________________________

March 10, 2016

Dear U of M Faculty/Staff Member:

The student listed above is applying to be an Orientation Guide for Summer 2016 at the University of Memphis at Lambuth. Please complete this form and insert into a signed and sealed envelope and return back to the candidate.

To be successful, an Orientation Guide must possess the following qualities that are listed, but not limited to:

1. Establishing and maintaining healthy relationships.
2. Communicating effectively (both oral and written).
3. Organizing and managing one's own affairs, including the ability to simultaneously manage other responsibilities as well as those of the Orientation Guide position.
4. The desire to grow personally and to help others.
5. Professionalism and maturity

The Orientation Guide Selection committee would greatly appreciate your candid assessment of this candidate based on his/her personal characteristics, skills and potential for success in this very demanding role. We appreciate your help with this year’s selection process. If you have any questions, feel free to contact me.

Sincerely,

Anna-Marie Smith, Coordinator
Enrollment Services
(731) 425-7982
atinsley@memphis.edu
ORIENTATION GUIDE 2016 REFERENCE FORM

Name of Applicant: ________________________________________________

How well do you know the candidate?  SLIGHTLY  FAIRLY WELL  WELL  VERY WELL

Under what circumstances do you know the candidate?______________________________________________

Considering other college students you know, please circle the appropriate rating for the candidate according to the following criteria: (feel free to write comments in the space provided)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Leadership</td>
<td>5 = Outstanding 4 = Above Average 3 = Average 2 = Below Average 1 = NA</td>
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<tr>
<td>Organization</td>
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<td>Temperament</td>
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<td>Initiative</td>
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<td>Interpersonal</td>
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<td>Responsibility</td>
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<td>Communication</td>
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<td>Maturity</td>
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<td>Emotional Stability</td>
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<td>Social Sensitivity</td>
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</tbody>
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Please provide an overall assessment of candidate’s strengths & weaknesses: ____________________________

Please indicate your reactions to this person’s potential for success as an Orientation Guide by circling one response:

<table>
<thead>
<tr>
<th>Highly Recommend</th>
<th>Recommend</th>
<th>Recommend with reservations</th>
<th>Do not recommend at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (please print): ____________________________</td>
<td>Phone: ____________________________</td>
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<tr>
<td>U of M Department: ____________________________</td>
<td>Title: ____________________________</td>
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<tr>
<td>Signature: ____________________________</td>
<td>Date: ____________________________</td>
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