



NEW STUDENT ORIENTATION GUIDE Summer 2020

Want to help incoming students become successful Memphis Tigers? Apply to serve as a 2020 Orientation Guide for the New Student Orientation Program at the University of Memphis Lambuth. More details about the application and interview process, selection criteria, and the position can be found below. Please read ALL of this information before completing your application.

APPLICATION: Please return the attached application to the lobby of Enrollment Services in the basement of Varnell-Jones Hall by **Thursday, April 9 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 Application Timeline:

- Applications Available: March 16 – April 9, 2020
 - Online: <https://www.memphis.edu/lambuth/admissions>
 - In Person: Enrollment Services Lobby, Varnell-Jones Hall
- Application Deadline: April 9, 2020, 4:30 pm, Enrollment Services Lobby, Varnell-Jones Hall
- Individual Interviews: April 14 -16, 2020, Various Times, Enrollment Services Conference Room, Varnell-Jones Hall
- Notification of Selection: Thursday, April 16, 2020, by email
- OG Training Sessions:
 - April 17, 2020, 1:00 p.m. – 4:00 p.m., Location: Enrollment Services, Varnell-Jones Hall
 - Headshots and Group Photos (business professional dress required)
 - Hiring Paperwork (see selection notification email for required documentation to bring)
 - Try on Uniforms
 - April 24, 2020, 1:00 p.m. – 4:30 p.m., Location: Wilder College Union, Hamilton Room
 - May 19, 2020, 9:00 a.m. – 3:00 p.m., Location: Enrollment Services, Varnell-Jones Hall
 - June 17, 2020, 9:00 a.m. – 3:00 p.m., Location: Enrollment Services, Varnell-Jones Hall
- NSO Session Dates: June 23 and August 6, 2020, All Day, Location: UofM Lambuth

INDIVIDUAL INTERVIEWS: When you submit your application, you will sign up for an interview slot between April 14 - 16 in the Enrollment Service Office in Varnell-Jones Hall.

NOTIFICATION: You will be notified of OG selection via email by Thursday, April 16, 2020 by 4:30 p.m.

TRAINING: Four mandatory training sessions will be held on April 17, April 25, May 19 and June 17. The approximate hours of training will be from 1:00 p.m. – 4:00 p.m. on April 17, 1:00 p.m. – 4:30 p.m. on April 24, and from 9:00 a.m. – 3:00 p.m. on May 19 and June 17. It will be a comprehensive training program and **all sessions must be attended.**



2020 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 Thursday, April 9 at 4:30 p.m. ***



ORIENTATION GUIDE 2020 REFERENCE FORM

Name of Applicant:

March 5, 2020

Dear U of M Faculty/Staff Member:

The student listed above is applying to be an Orientation Guide for Summer 2020 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
Enrollment Services Counselor
Staff Advisor for Orientation Guides
(731) 425-5082
a.m.smith@memphis.edu



ORIENTATION GUIDE 2020 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)

5 = Outstanding 4 = Above Average 3 = Average 2 = Below Average 1 = NA

5 4 3 2 1 **Leadership:** the ability to inspire others; to coordinate and lead activities; to facilitate a group.

5 4 3 2 1 **Organization:** The ability to prioritize tasks and manage time wisely.

5 4 3 2 1 **Temperament:** The ability to maintain a positive outlook and realistic perspective.

5 4 3 2 1 **Initiative:** How this person approaches new situations; self-motivation; ability to set and accomplish goals and need for supervision.

5 4 3 2 1 **Interpersonal Relationships:** Attitude and ability to work with others; sincerity; flexibility; cooperation; ability to work with supervisor.

5 4 3 2 1 **Responsibility:** The degree to which the applicant is dependable, prompt, and accurate.

5 4 3 2 1 **Communication:** The ability to grasp ideas; to read, speak, and write effectively; and to listen and convey understanding to others.

5 4 3 2 1 **Maturity:** Common sense; self-awareness; judgment; integrity; and ability to deal with a wide range of personalities

5 4 3 2 1 **Emotional Stability:** The direction and control of emotional response; general disposition; and predictability

5 4 3 2 1 **Social Sensitivity:** The applicant's ability to be sensitive to and understand the feelings and reactions of others and the ability to make effective responses to them

Please provide an overall assessment of candidate's strengths & weaknesses (attach additional page, if needed): _____

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

Highly Recommend Recommend Recommend with reservations Do not recommend at this time

Name (please print): _____

Phone: _____

U of M Department: _____

Title: _____

Signature: _____

Date: _____