Logistics Staff:
Role Responsibilities & Instructions

Resident Assistant Group Process Selection
Residence Life & Housing
Curry College

RA staff assigned to this role are responsible for the following tasks:
- Checking-In New RA Candidates as they arrive
- Running Evaluation Sheets/Way-finding for candidates
- Filing away candidate evaluation forms and files, and entering candidate recommendations into the Candidate Recommendation Spreadsheet

Depending on staff available and assigned to this role, please divide roles appropriately. Roles may be interchanged throughout the Individual Interview Day.

Check-In Staff

- *Location:*
  - Ground and first floor atriums in the Learning Commons
- *Responsibilities:*
  - Be available in the atrium/lobby areas (ground and first floors) to assist in greeting candidates when they arrive for their individual interviews. Candidates will be made aware of the location where they need to arrive but may be confused.
  - Highlight the candidate's name on both the candidate roster.
  - Make the candidate aware of the appropriate room for their individual interview based on assignment and that an interviewer will be out to get them when it is their time.
  - Feel free to speak with the candidates. Do not share what they might be asked during the interview, but you are more than welcome to help ease some nerves and find out more about the candidates.
  - There must ALWAYS be a minimum of one (1) person at each atrium/lobby location to assist candidates and help check them in for the day.

File/Evaluation Form Runners

- *Location:*
  - Ground and first floor atriums in the Learning Commons
- *Responsibilities:*
  - Feel free to speak with the candidates. Do not share what they might be asked during the interview, but you are more than welcome to help ease some nerves and find out more about the candidates.
  - Five (5) minutes prior to the end of each interview time, Runners will go to each interview room to collect any completed candidate form/files and return these to the identified Logistics Room staff.
  - As you see candidates leaving, thank them participating and answer any lingering questions they may have.

Filing/Score Implementation Staff

- *Location:*
  - Learning Commons G02
- *Responsibilities:*
  - Following each interview time slot, File/Evaluation Form Runners will bring files and forms to your location.
  - Staff are responsible for using the room's computer (or provided computer) and entering candidate recommendations into the master spreadsheet.
    - After entering each recommendation, please make sure to save the document.
  - After entering each candidate's recommendations, double-check candidate files that they have all of the necessary evaluation sheets and then file them in the candidate file box by alphabetical order (last name).
  - There must ALWAYS be a minimum of one (1) person in this room with the scores and files at all time.
  - Due to the sensitivity of this process – all information being viewed is considered confidential employment files. You may not share or discuss any candidate information with candidates or other RAs.