



Sample Recruitment Counselor Application

I. Introductory letter

Dear recruitment counselor applicant,

We are so excited that you are interested in becoming a recruitment counselor! Recruitment counselors serve a vital role before, during and after recruitment for potential new members (PNMs). They serve as leaders, mentors and guides for the PNMs, helping them successfully move through a values-based recruitment process that allows them, to explore their own personal and Panhellenic values.

To be effective, recruitment counselors must be dependable, responsible, impartial, discreet, ethical and enthusiastic. They are the unbiased information resource for all PNMs who are going through primary recruitment.

All applicants must be:

- Initiated undergraduate members of one of the recognized sororities on campus.
- In good standing with their chapter and inter/national organization.
- Able to attend all training sessions.
- Willing to fulfill all time requirements for training and service as a recruitment counselor.

The following application will be our first impression of you. Please note that although anyone can complete the recommendation form as part of this application, we strongly encourage you to select your chapter president, a chapter officer, a chapter advisor or a faculty advisor to complete the recommendation form on your behalf.

[Provide instructions for completing the application and submitting it as well as a copy of the recruitment counselor position description, including characteristics and skills you are seeking, and an outline, including a timeline of the selection process.]

Interfraternally,

Name

Title

Contact Information



II. Personal information

Name: _____ Chapter affiliation: _____ Academic year: _____

Cumulative GPA: _____ Email address: _____ Phone number: _____

Sign Off

This section is to be completed by either your chapter president or chapter advisor.

Name of person completing:

Is this applicant in good standing with your chapter?

Yes
No

This includes good standing academically, financially, socially, etc.

If no, please explain below:

Signature of person completing:

III. General questions

1. Why do you want to serve as a recruitment counselor?
2. What leadership positions have you held during your collegiate years? Include positions in your chapter and elsewhere on campus or in the community.
3. What role do recruitment counselors play in the recruitment process?
4. What are your greatest strengths and weaknesses? How do these qualities relate to this position?
5. As a recruitment counselor, communication is vital to your success. What is your style of communicating? Please provide an example.
6. What values do you believe you would be able to bring to the recruitment process? How would these values have an impact on the experiences of the potential new members?

IV. Recruitment scenarios

1. The morning of the second round of primary recruitment, one of your PNMs does not receive any



chapters on her list. How would you go about delivering the news to her? What would you encourage her to do?

2. Sarah and Ashley have been best friends since they were 5 years old. They have come to campus together and are roommates. They insist on joining the same chapter. Sarah and Ashley receive the same lists except for one chapter, Beta Beta Beta. Sarah believes she fits best in Beta Beta Beta, but wants to choose another chapter because of Ashley. How do you approach the situation?
3. Jessica receives two invitations on the morning of the third round. She truly wanted to go back to Alpha Alpha Alpha, and was not invited. She is stubborn and insists on withdrawing from recruitment. You believe she could fit in both chapters on her list. How do you approach her?



V. Recommendation Form

Thank you for completing this recommendation on behalf of a recruitment counselor candidate. The information you provide on this form will be kept confidential. After you complete the form, please turn to [list location you want form turned into] no later than [application deadline date].

Recommender: _____ Relationship to applicant: _____

Evaluation: For each area, put an X in the box on a scale of 1 to 5 to rate the applicant’s performance.

	1 Not Satisfactory	2 Below Average	3 Average	4 Above Average	5 Outstanding	Do Not Know
CRITICAL THINKING: Analyzes and evaluates information to reach a conclusion about a situation						
DEPENDABILITY: Conscientious, reliable, accurate and punctual; follows through on promises made						
EMPATHY: Able to identify with the thoughts and feelings of others						
INTEGRITY: Guided by and adheres to moral principles; trustworthy and loyal						
JUDGMENT: Grasps full situation; thinks clearly; arrives at logical conclusions; takes appropriate actions						
LEADERSHIP: Stimulates and influences others to work toward a common goal; directs group effort effectively and positively						
MATURITY: Assumes responsibility for decisions and actions; recognizes limitations; seeks help when needed; not easily moved to extremes in behavior						
FACILITATION SKILLS: Confident and engaging when speaking to, presenting to or facilitating a group						
PROBLEM SOLVING: Effectively solves problems and works through difficult situations						
PROFESSIONALISM: Acts with maturity and poise; knows professional boundaries						
RELATIONSHIPS: Builds relationships with various types of people; handles difficult interaction well						

Please provide further information about whether or not you think this applicant would make a strong recruitment counselor: