

Office of Residence Life

Resource Guide on

Applications, Recommendations and

Interviews

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Definitions

Interview Process Definitions

- Asynchronous Interview: the applicants are guided through a structured interview process, which you do on your own via preset questions in video interview form
- RA Group Interview Process: Educational interview process in which multiple individuals complete an interview process together to show their skills and talents
- Handshake: Marquette's Job Posting and Application Platform (<https://marquette.joinhandshake.com/login>)
- Recommendation: a letter describing someone's qualities and abilities, written by someone who worked with them previously, and sent to a possible new employer

Diversity, Social Justice, and Identity Definitions

- Ableism: a system of discrimination and exclusion that oppresses people that have been deemed as "less than" due to physical, mental, and emotional abilities by the rest of society
- Advocacy: the act or process of supporting a cause
- Ageism: assigning differential value to people according to age
- Affirmative Action: action taken by a government or institution to make up for past discrimination
- Ally: a member of an advantaged group who chooses to advocate for the oppressed
- Anti-Racism: the work of actively opposing racism by advocating for changes in political, economic, and social life•
- Bias: an inclination or belief that interferes with impartial judgment
- BIPOC: an acronym that stands for "Black, Indigenous, and people of color"
- Brave Space: a space designed to cultivate a productive dialogue where participants are encouraged to speak honestly and critically from their own experiences to achieve mutual learning
- Change agent: someone who has a sense of accountability to create and maintain positive change in the community
- Cisgenderism: those whose gender identity match their biological sex from birth
- Colonialism: the exploitative system established when one group in a position of power takes control over another that has already established a colonized territory
- Cultural Appropriation: the act claiming ownership of, or the rights to, certain aspects of another group's culture, symbols, dress, and/or ceremonies
- Discrimination: a violent or derogatory action based on preconceived, biased opinions or attitudes against someone of a different identity
- Diversity: the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.
- Empathy: a learned skill allowing someone to recognize and listen to another's story or experiences and connect them to common understanding and emotion
- Equality: the notion that everyone should be provided the same resources in order to achieve fairness

Adapted from the RA Inclusive Resource Packet for the Training Committee and Information from <https://www.northeastern.edu/housing/wp-content/uploads/2015/06/Tips-for-a-Strong-RA-Application1.pdf>

- Equity: the notion that the disadvantaged should be provided more resources than the privileged in order to achieve true fairness
- Feminism: The advocacy of women's social, political, and economic equality to men
- Gender Identity: a person's sense of their own gender based on a spectrum of gender ranging from masculine to feminine
- Heterosexism: the individual, institutional, and societal/cultural beliefs that heterosexuality is the only normal sexual orientation
- Homophobia: an irrational fear, aversion, or dislike of individuals who identify as homosexual
- Identity: the distinguishing character or personality of an individual
- Inclusion: involves authentic and empowered participation and a true sense of belonging within a group or structure
- Intersectionality: the theory that oppressive systems are interconnected and cannot be examined separately; a person can experience oppression or marginalization in many ways simultaneously
- Justice: the establishment of fairness and rights according to standards of equity
- Legal Status: one's status within a country defined by law
- LBTTQQA: the collective acronym for individuals who identify as lesbian, gay, bisexual, transgender, two-spirited, queer, questioning, intersex, and/or asexual
- Microaggression: an action or remark that conveys an unconscious bias by an individual that may be unaware they are harming the receiving individual
- Oppression: certain groups of people assume a dominant position over other groups
- Patriarchy: a social system favoring male-dominated thought, in which men have primary power in the political, social, economic, legal, and familial spheres
- Prejudice: a preconceived, biased opinion or attitude against someone of a different identity that is not based on actual experience
- Privilege: a set of political, economic, and social advantages or rights a person is afforded based on certain social identities
- Racism: prejudice, discrimination, or antagonism directed against a person or people based on their race or ethnic group, typically one that is a minority or marginalized, in order to distinguish them as powerless or inferior
- Safe Space: a space aimed at providing psychological and emotional security to foster comfort for members marginalized or underrepresented social groups
- Sex: a category into which humans are divided based on reproductive functions (male, female, intersex)
- Sexism: cultural, institutional, and individual beliefs that one sex is superior to the other
- Sexual Orientation: a person's sexual identity or self-identification (LBTTQQA)
- Social Inequalities: the existence of unequal opportunities and rewards for different social positions or statuses within a group or society.
- Socioeconomic Status (SES): social standing or class of an individual or group based on education, income, and occupation
- Systemic/Institutional Racism: a form of racism that is embedded within society or an organization related to criminal justice, employment, housing, health care, political power, or education, among other areas

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- Transgenderism: those who have a gender identity that does not match the sex they were given at birth
- White Privilege: highlights the unfair societal advantages that white people have over non-white people
- White Supremacy: the belief that white people constitute a superior race and should dominate society including other, minority ethnic groups

Campus Resource Definitions

- Campus Ministry
 - AMU 236
 - (414)288-6873
 - <https://www.marquette.edu/campus-ministry/>
- Career Services Center
 - Holthusen Hall (first floor)
 - (414) 288-7423
 - <https://www.marquette.edu/career-services/>
- Counseling Center
 - Holthusen Hall Room 204
 - (414) 288-7172
 - <https://www.marquette.edu/counseling/>
- Disability Services
 - 707 Building Room 503
 - (414) 288-1645
 - <https://www.marquette.edu/disability-services/>
- Help Desk – IT Services: For questions about IT throughout this part virtual process
 - Cudahy Hall Room 293
 - (414) 288-7799
 - helpdesk@marquette.edu
 - <https://www.marquette.edu/its/help/>
- LGBTQ+ Resource Center
 - AMU 140
 - (414) 288-4975
 - <https://www.marquette.edu/engagement-inclusion/lgbtq-resource-center/>
- Marquette Central – Financial Aid: For Financial Aid Questions
 - Zilber Hall 115
 - (414) 288-4000
 - <https://www.marquette.edu/central/financial-aid/>
- Office of Engagement and Inclusion
 - AMU 121
 - (414) 288-7205
 - <https://www.marquette.edu/engagement-inclusion/>
- Office of Residence Life
 - Carpenter Tower Room 203

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- (414) 288-7208
- <https://www.marquette.edu/residence-life/>
- Office of Student Development
 - AMU 329
 - (414) 288-1412
 - <https://www.marquette.edu/student-development/>
- Ott Writing Center
 - Raynor Memorial Library Room 240
 - (414) 288-5542
 - <https://www.marquette.edu/writing-center/>

Get Involved Before You Apply

Involvement Opportunities

- Office of Residence Life (ORL): <https://marquette.edu/residence-life/>
 - Community Programming Council (CPC)
 - In-hall council that works to plan the social, educational, and service events that meets the needs of the community
 - Residence Life Leadership Board (RLLB)
 - Leadership council with the purposes of campus-wide programming and recognition
 - Located in Carpenter Tower, Room 203
 - Phone: (414_ 288-7208 | Email: ORL@marquette.edu)
- Greek Life: <https://www.marquette.edu/engagement-inclusion/sorority-and-fraternity-life/>
 - Our Greek community exists to enhance the lives of individuals by providing involvement opportunities and advocating for the needs of the campus and greater Milwaukee community
 - Located in the AMU, Suite 121
 - Phone: (414) 288-7205 | Email: GreekLife@marquette.edu
- Late Night Marquette: <https://www.marquette.edu/engagement-inclusion/late-night/>
 - Collaborates with members of the university and Milwaukee communities to provide fun, innovative, and free programming to students
 - Located in the AMU, Suite 121
 - Phone: (414) 288-7205 | Email: Activities@marquette.edu
- Student Government (MUSG): <https://www.musg.mu.edu>
 - Planning effective social, educational, and recreational programs and representing the student voice to the university administration
 - Located in the AMU 133
 - Phone: (414) 288-7416

Service Opportunities at Marquette University and in Milwaukee

- Marquette-sponsored events and programs:
 - Hunger Clean-Up (Spring 2022 Date TBD): Register your team at <https://www.marquette.edu/hunger-clean-up/>
 - Marquette Volunteer Corps: Weekly volunteering & tutoring group; more info at <https://www.marquette.edu/service/mvc.php>
 - Community Service Programs: Find more info at <https://www.marquette.edu/service/programs.php>
- Agencies within Milwaukee that can host groups:
 - Search on **United Way's** website for upcoming events: <https://www.unitedwaygmwc.org/Volunteer>
 - **St. Ben's Justice Orientation**—I can't recommend this highly enough! St. Ben's Community Meal hosts Justice Orientation reflection groups as a way of orienting and educating participants in service with the homeless and hungry population. Held in conjunction with the meal from 5:00-6:45pm, it usually involves an orientation to St. Ben's Ministries, a

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chance to eat and talk with the Meal guests, and powerful reflection. A \$25 donation and a collection of hygiene supplies or cold weather wear is appreciated to cover staff time. Groups of 5-15 are welcome with 1 adult chaperone for every 10 minors. Contact Br. Jerry Smith at (414) 271-0135 or email jsmith@thecapuchins.org to arrange this event. Find more information at <https://www.capuchincommunityservices.org/services-provided/plunge-immersion-experiences>

- **Feeding America**—The leading hunger relief organization in the state. Volunteers label canned goods to be shipped to food pantries, sort meat products to provide meal programs with real protein, box fresh produce to send to homeless shelters, per pack bulk product into family friendly sized portions. Groups interested in volunteering should email Volunteer Engagement Coordinator, Paige Soma, at psoma@feedingamericawi.org to arrange an opportunity. Volunteer opportunities are available Monday-Friday between 9am-11:30am and 1pm-3:30pm. Find more information at <https://feedingamericawi.org/get-involved/volunteer/in-milwaukee/>
- **Marquette University Neighborhood Kitchen (MUNK)**—Student-powered hunger relief organization partnered with the MU Food Recovery Network chapter to recover surplus food from campus dining, repurpose it into nutritious meals, and deliver them to the community. Now located in Mashuda Hall. Website coming soon! Contact via phone at (414) 288-0342 or via email at MUNeighborhoodKitchen@gmail.com with questions.
- **Habitat for Humanity ReStore**—Milwaukee's ReStores raise hundreds of thousands of dollars to build safe, affordable homes through the resale of donated items. Volunteer positions are available every Tuesday through Saturday in such roles as cashiering, decorating, picking up donations, and processing donations. Contact ReStore Volunteer Coordinator, Nichali Xhelili Ciaccio, via phone at (414) 316-5619 or email at nciaccio@milwaukeehabitat.org with questions. More information is available at <https://milwaukeeerestore.org/volunteer/>
- **Hunger Task Force**—Hunger Task Force believes that every person has a right to adequate food obtained with dignity. Work to prevent hunger and malnutrition by providing food to people in need today and by promoting social policies to achieve a hunger free community tomorrow. If interested in bringing a group to volunteer, complete the form found here: <https://www.hungertaskforce.org/group-application/>
- **Keep Greater Milwaukee Beautiful**— Private, non-profit organization that promotes sustainability through clean, healthy, and beautiful communities. Collaborates and promotes programs that address neighborhood cleanup and beautification, waste reduction, environment education, resource conservation, and more. Email volunteer@kgmb.org to reach the Volunteer Coordinator and inquire about opportunities. Find more information about volunteering at <https://www.kgmb.org/volunteering-2/>

Social Identity Resources

Education

- Office of International Education: <http://www.marquette.edu/oie/current-students/get-involved.php>
 - Chinese-English Language Exchange Program
 - Global Ambassadors Volunteer Program
 - Global Village
 - International Day
 - International Education Week
 - International Friendship Program
 - Peer Mentor Volunteer Program
- College of Education Student Groups: <https://www.marquette.edu/education/student-groups/>
 - Graduate Organization for Student Affairs in Higher Education (GO SAHE)
 - Counselor Education & Counseling Psychology Grad Student Organization (CECP GSO)
 - Diversity Gala: <https://www.marquette.edu/education/student-groups/diversity-gala.php>
 - Graduate Journal of Counseling Psychology (GJCP)

Political Belief

- Student Organizations: <https://marquette.presence.io/organizations>
 - Alexander Hamilton Society
 - Bridge USA: Marquette Chapter
 - College Democrats
 - College Republicans
 - March For Our Lives Marquette
 - Turning Point USA at Marquette
 - Young Americans for Freedom

Language and Communication Skills

- Language and Culture Clubs: <https://www.marquette.edu/languages-literatures-cultures/honor-societies-and-clubs.php>
 - Honor Societies:
 - Eta Sigma Phi—National Classics Honorary Society
 - Honors students who have excelled in their study of Latin or Ancient Greek at the university level
 - Pi Delta Phi—French Honor Society
 - To recognize outstanding scholarship in the French language and its literatures
 - Delta Phi Alpha—German Honor Society
 - Seeks to recognize excellence in the study of German; aims to promote the study of the German language, literature, and civilization
 - Sigma Delta Pi—National Collegiate Hispanic Honor Society
 - Strives to unite university students who are inspired by the Spanish language and the rich culture of ideas from Spain and Latin America

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- Language Clubs:
 - Arabic
 - Chinese
 - Italian
- Diederich College of Communication Student Organizations: <https://www.marquette.edu/communication/student-organizations.php>
 - Advertising Club
 - Diederich College of Communication Student Council
 - Lambda Pi Eta
 - Public Relations Student Society of America (PRSSA)
 - Kappa Tau Alpha
 - Marquette University Players Society (MUPS)

Income/Socio-Economic Status, Work Experience

- Looking for a job on campus? There are plenty of opportunities to work on Marquette’s campus. If you don’t find what you’re looking for on campus, Milwaukee-area businesses and non-profit agencies are always looking for student workers.
 - Student Employment Services: <https://www.marquette.edu/central/financial-aid/student-employment/>
 - Finding Student Employment: <https://www.marquette.edu/central/financial-aid/student-employment/finding-jobs.php>
 - Career Services: <https://marquette.edu/career-services/>
 - Handshake: <https://marquette.joinhandshake.com/login>
 - Types of Student work programs
 - Federal work-study program:
 - Federal work-study jobs are available in most campus departments as well as several Off-campus non-profit agencies. FWS is awarded based on financial need. All part-time job opportunities are coordinated through Student Employment Services in Marquette Central. **Note: Students wishing to accept FWS for fall must complete verification by August if selected*
 - Marquette student employment
 - Marquette student employment is not federally funded. You are not limited to the amount listed on the financial aid award. **Note: Marquette student employment and federal work-study are not the same thing. When hired on campus, it is very important that the student and employer understand which program the student is eligible for.*

Religion/Spiritual Affiliation

- Campus Ministry: <https://www.marquette.edu/campus-ministry/>
 - “Soup with Substance” is a noontime presentation on an issue related to social justice over a simple meal of soup and bread. Visit the Campus Ministry website to learn more and register to attend the virtual sessions.
- Student Organizations: <https://marquette.presence.io/organizations>
 - Jewish Student Union
 - Knights of Columbus
 - Marquette University Gospel Choir

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- Muslim Student Association
- Orthodox Christian Fellowship
- Wisconsin Evangelical Lutheran Synod (WELS) Ministry

Race, Ethnicity, & National Origin

- Center for Engagement and Inclusion (CEI): <https://www.marquette.edu/engagement-inclusion/center/>
 - The CEI is in the Alumni Memorial Union (Room 111). The CEI provides a space of engagement for all underrepresented and marginalized populations. Committed to providing resources, education, and advocacy that support retention, uphold justice, encourage leadership development, and celebrate diversity in accordance with our Jesuit Values.
 - CEI Initiatives and Support:
 - Mentorship and Campus Referrals
 - Leadership Development and Employment Opportunities
 - Multicultural Student Council
 - Student Organization Advising
 - Computers for Student Use
 - Justice in Action Conference
 - Ready to Inspire Success and Excellence (RISE)
- Nuestro Hogar Living Learning Community: <https://www.marquette.edu/residence-life/learning-communities-nuestro-hogar.php>
 - Seeks to create a space for Latinx students to come together and form a community through participating in events and activities on the Marquette campus and the surrounding Milwaukee communities.
 - Students in the Nuestro Hogar Living Learning Community:
 - Cook delicious meals together
 - Attend cultural events on campus and in the Milwaukee community
 - Speak Spanish together
 - Enjoy time together during weekly community nights
 - **Note: To be eligible, to live in Nuestro Hogar, you must be a native or heritage Spanish speaker, or have completed/placed out of or will be enrolled in Spanish 3001 in Fall 2021.*
- Umoja Living Learning Community: <https://www.marquette.edu/residence-life/learning-communities-umoja.php>
 - Umoja means Unity in Swahili, there is no better word to describe the intention of this living learning community. Umoja: Black Living Learning Community (LLC) seeks to create a space for Black students across the diaspora to come together and form a community. Umoja intends to be an inclusive and welcoming environment for all those who value the Black community, culture, and identities and are interested in learning and engaging around these values.
 - Students who live in Umoja will be enrolled in two classes together. In the Fall, students will take **Foundations of Rhetoric** and in the Spring will take **Engaging Social Systems and Values 1** as a cohort, both classes will be taught by Dr. Cedric Burrows. Residence Life staff will work in conjunction with faculty to plan events to support the community and enhance the learning experience.
- Culturally Diverse Student Resources
 - IMDiversity: <https://imdiversity.com>

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- Career and self-development site devoted to serving the cultural and career-related needs of underrepresented minorities
 - My Perfect Resume: <https://www.myperfectresume.com/career-center/careers/planning/diversity-in-the-workplace>
 - General resources for minorities, including professional associations, job boards, and publications
 - Diversity Employers: https://www.diversityemployers.com/candidate/search_jobs
 - Jobs from employers committed to diversity, including a directory of diversity employers, diversity honor roll, current issues, diversity news, and job search features
 - Equal Opportunity Publications (EOP): <https://www.eop.com>
 - Online hub to some of the most popular diversity career-related magazines, including Equal Opportunity, Minority Engineer, and Hispanic Career World
 - American Indian Science and Engineering Society (AISES): <https://www.aises.org>
 - Working to promote, initiate, and provide educational services for American Indian and Alaska Native students in science, technology, engineering, and math fields
 - HACE: <https://www.haceonline.org>
 - Positively impacting the American workplace by cultivating the pipeline of Latinx talent and providing Latinx professionals the insight, access, and support to be successful in their careers
- Diversity Advocates
 - A body of people who provide support, mentorship, and advocacy to students. Provide opportunities for education and discussion around issues of diversity that not only help us to serve students, but also help us continue to grow and learn.
 - Find a Diversity Advocate here: <https://www.marquette.edu/student-affairs/diversity-committee/find-advocate.php>
 - If interested in being trained to become a Diversity Advocate, contact Emma Wuetrich at emma.wuetrich@marquette.edu
- On-Campus Events (TBA): <https://www.marquette.edu/engagement-inclusion/center/cultural-months.php>
 - Hispanic and Latinx Heritage Month: September 15-October 15
 - Filipino American Heritage Month: October
 - Native American Heritage Month: November
 - Black History Month: February
 - Women's History Month: March
 - Arab Heritage Month: April
 - Asian Pacific Islander Desi American Heritage Month: April-May
- Student Organizations: <https://marquette.presence.io/organizations>
 - African Students Association
 - Bayanihan Student Organization
 - Black Student Council
 - Each Asian Cultural Organization
 - Indian Student Association
 - Latin American Student Organization (LASO)
 - Native American Student Association

Gender Identity/Expression, Sexual Orientation, & LGBTQ+

- LGBTQ+ Resource Center (The RC): <https://www.marquette.edu/engagement-inclusion/lgbtq-resource-center/>
- Gender and Sexualities
Studies: <https://bulletin.marquette.edu/undergrad/helenwayklinglercollegeofartsandsciences/interdisciplinarymajin/womensandgenderstudies/#text>
- Student Support: <https://www.marquette.edu/engagement-inclusion/lgbtq-resource-center/resources.php>
 - Heart 2 Hearts every Thursday at 5pm via Microsoft Teams
 - Transgender Law Center (TLC):
 - The largest national trans-led organization advocating self-determination for all people
 - National Center for Transgender Equality (NCTE):
 - Advocates to change policies and society to increase understanding and acceptance
 - Asexual Visibility and Education Network (AVEN):
 - Provides a broad overview of asexuality, multiple FAQs, and perspectives from asexual people
 - The Northwest Network (NW Network):
 - Works to end violence and abuse of Bi, Trans, Lesbian, and Gay individuals by building loving and equitable relationships in our community and across the country

LGBTQ+ Student Resources:

- Diverse and Resilient LGBTQ Competency
Toolkit: <https://www.diverseandresilient.org/resources/lgbtq-competency-toolkit/>
 - This is a great resource with common LGBTQ-related terms defined
- Accredited Schools Online LGBTQ Student Resources & Support: <https://www.accreditedschoolsonline.org/resources/lgbtq-student-support/>
 - A guide for LGBTQ+ students to find resources and information about support systems available to help them navigate college environments
- National LGBTQ Task Force: <https://www.thetaskforce.org>
 - Advances full freedom, justice and equality for LGBTQ people. Working to remove barriers in housing, employment, healthcare, retirement, and basic human rights through training and mobilizing of millions of activists across the nation
- Pride Foundation: <https://pridefoundation.org>
 - Grounded in the simple, yet revolutionary belief every person should be able to live safely, openly, and genuinely. Provide resources for LGBTQ+ people in the form of grant opportunities, scholarships, advocacy, and other initiatives
- Georgetown University Cawley Career Education Center: <https://careercenter.georgetown.edu/diversity-career-resources/lgbtq-career-resources/>
 - A great resource with FAQs for LGBTQ+ college students who are beginning to seek employment post-graduation
- Wisconsin LGBT Chamber of Commerce (Emerging Leaders Program): <https://wislgbtchamber.com/emergingleaders/>
 - The Emerging Leaders Program aims to help develop and prepare the next generation of LGBTQ+ professionals and business owners. Applications for 2020-

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2021 are closed. Questions about how to participate in 2021-2022 can be directed to Kat Klawes via email at kat@wislgbtchamber.com

- On-Campus Events (TBA): <https://www.marquette.edu/engagement-inclusion/lgbtq-resource-center/events.php>
 - LGBTQ+ Prayer Service
 - Pride Week
 - Pride Prom
 - Soup with Substance
 - Drag Bingo
 - Day of Silence
 - Lavender Graduation
- Student Organizations: <https://marquette.presence.io/organizations>
 - LGBTQ+ Resource Center
 - Gender Sexuality Alliance

Ability

- Counseling Center: <https://www.marquette.edu/counseling/>
 - Phone: (414) 288-7172
- Office of Disability Services: <https://www.marquette.edu/disability-services/>
 - Located in 707 Building Room 524
 - Phone: (414) 288-1645 | Email: ODS@marquette.edu
- Wellness at Marquette: <https://www.marquette.edu/student-wellness/>
- On Your Marq: <https://www.marquette.edu/disability-services/on-your-marq/>
 - Located in Coughlin Hall 2nd floor
 - Phone: (414) 288-0212 | Email: oym@marquette.edu

Developing Your Resume

Preparing to Create Your Resume

- Create a list of Co-Ops, Internships, Volunteer, Jobs, Academic Projects, Co-Curricular Activities, and Other Involvement with organizations and clubs
- Establish a description for each item on the list including key skills and experiences that are reflection of the position you are applying to
- Now prepare to show these skills and experiences within your resume

Important Notes about Resumes

- Do not include personal information such as age, personal characteristics, religion, etc. on your resume. These are protected categories and employers cannot ask you about these things.
- Avoid using a template – we would hate to find that you plagiarized information on your resume and want to know about your experiences not someone else's
- Typically resumes begin with education (including study abroad experience, followed by a list of work experiences, then volunteer/student leadership experiences, and lastly accomplishments.
- Work and volunteer/student leadership experiences should include name of company or organization, job title/position, length of employment or time spent in organization/volunteering, followed with list of skills or tasks completed within the experience.
- Resumes should be around one page in length.
- Set up time to work with a Career Counselor in developing your resume or having your resume reviewed. Information about this available here: <https://www.marquette.edu/career-services/resources/resumes-and-cover-letters.php>

Completing the Essay Questions

- Be Clear and Succinct!
- Tell Your Story – Invite those that review your essays to understand you and your experiences.
- Use specific examples and relate those experiences back to the role you are applying to – How will you use what you learned in that experience within the role you are applying to?
- Proofread. Remember to check grammar, spelling, and punctuation before submitting. Have someone in the Ott Writing Center review your essay answers. Information about this available here: <https://www.marquette.edu/writing-center/schedule-appointment.php>
- Be unique and be authentically you. Show the evaluators why you are a unique candidate and share your voice.
- Answer the question. After you have written the essay, re-read the question to ensure you answered the question entirely.

Requesting a Recommendation

Adapted from information found <https://www.coursera.org/articles/how-to-ask-for-a-letter-of-recommendation-template-tips>

1. Choose who you want to write your letters.
 - a. These are typically individuals that can speak to your skills and talents
 - b. Also looking at individuals that will understand how those skills and talents will translate to the position you are applying to
2. Share your resume and job description
 - a. Sharing your resume provides the person writing the recommendation letter insights into all education, work, volunteer/leadership, and accomplishments you will be sharing with the employer
 - b. Also sharing the job description helps that person understand what you are being recommended for
3. Ask in person, then follow-up in writing
 - a. Asking for someone to write a recommendation is asking them for a favor. Most will be happy to assist but asking someone if they will be a positive recommendation is essential to ensure you can answer questions and so that you can provide context for the recommendation
 - b. After confirming that the person will serve as a positive recommendation, follow up by sharing your resume, the job description, and details about how and when the recommendation should be submitted.
4. Follow-up before the due date (about 1-2 weeks) to ensure they have no questions and to remind of the deadline.
5. Send a thank you either via email or handwritten note if possible.

Tips:

- Ask early to give ample time.
- Consider asking someone that is currently in that position to write the recommendation letter.
- If you sense hesitation or they say they are unable to be a positive recommendation, find someone else that may be better suited to do so.

The Asynchronous Interview

Before the Interview

- Ensure that the technology you will be using to record the interview is working. If it is not functioning properly consider contacting the ITS Helpdesk for assistance or contact Raynor Library to check-out equipment to use. Information about that available here <https://www.marquette.edu/library/services/>
- Review the position description so that you understand the functions and general responsibilities of the position you are applying to.
- Talk to others in that position or that supervise that position to better understand the position and the expectations of someone in that position.
- Get involved. Check out student organizations and campus resources that you would utilize in the job or would assist you as you are preparing to interview for the position.
- Ensure that you are in a quiet space with privacy. If you need assistance with finding a location, please contact orljobs@marquette.edu or consider asking the front desk what spaces may be available in the building for quiet individual use.
- Be comfortable and confident. Wear clothing that makes you feel confident, talk to someone that can remind you how great you are right before going into the interview, and remember that we are looking for genuine candidates – a variety of experiences, skills, and talents are needed within the role.

During the Interview

- You can re-record your interview up to three times and will have two minutes to record your answer each time. Please take your time and utilize those re-record options in answering the questions.
- Ensure that you are speaking as clearly as possible and that your microphone and camera are turned on.
- It's ok to use your hands when speaking. Talking with your hands can be a good way to let out the nervous energy you may have and if it is natural for you, it will look natural in the interview.

After the Interview

- Ensure that your interview submission is completed and exit the My Interview platform.

Next Steps

After you have finished the interview, submitted your handshake application (with resume and essays attached), and had your recommendation has been submitted, you are done with the first part of the process. The second half of the process will take place during the second semester. More information will be sent to your Marquette email about that process. Thank you for taking the time to review this resource document we hope that you have found this to be helpful.

If you have questions, please contact orljobs@marquette.edu for more information and assistance as you complete this process.

Adapted from the RA Inclusive Resource Packet for the Training Committee and Information from <https://www.northeastern.edu/housing/wp-content/uploads/2015/06/Tips-for-a-Strong-RA-Application1.pdf>