



Candidate Timeline

The timeline for the paraprofessional staff selection process is listed below. Please review the following timeline. The timeline identifies those components that have specific day/time requirements as well as additional responsibilities that new staff members have in advance of stepping into the position.

- **November 1, 2023 – January 19, 2024, at midnight.**
 - Applications and video submissions due for ALL positions with a hiring date of Fall 2024
 - Applications are accessed through eRezLife
 - Links and information will all be accessible on the Residence Life Hiring Page
- Questions or access issues can be directed to Doug Kendrick (He/Him) at kendr1ds@cmich.edu or Jeff Smith, Jr. (Him) smith111@cmich.edu
- **November 29, 2023 and January 10, 2024: Virtual Prospective Staff Nights**
 - Please keep an eye out as programming will be held in each area of campus, the UC, and marketing materials will be posted throughout Residence Life complexes.
 - **Virtual Prospective Staff Night #1 November 29, 2023, 7-8 p.m.: Webex**
<https://cmich.webex.com/meet/smith111>
 - **Virtual Prospective Staff Night #2 January 10, 2024, 7-8 p.m.: Webex**
<https://cmich.webex.com/meet/kendr1ds>
- **February 5 – February 16, 2024: In-Person Interviews**
 - In person interviews: conducted.
 - Interviews will consist of 3 successive, 15-minute interviews located in Robinson Hall
 - Candidates will have the opportunity to meet around 6 Professional Staff members during their interviews.
 - Candidates will receive a link to sign up for a time slot and should arrive no later than 15 minutes early.
 - Candidates can direct questions to Jeff Smith, Jr. (He/Him) smith111@cmich.edu for questions.
- **Before Spring Break 2024**
 - Candidates will receive a letter indicating if they have been hired, selected as an alternate or “Free Agent”, or were not hired before leaving for spring break.
- **Post-Offer Expectations Include:**
 - Attend orientation and training sessions
 - Complete Learning in Community and other training assignments
 - Attend staff meetings/other meetings as required

- Have individual meetings with the Residence Hall Director
- Shadow staff on on-call nights (may include)
- Attend Community Council meeting(s) (may include)
- Work on bulletin boards and door decorations for the fall (may include)