

### **Staff Selection Policies and Procedures**

- 1) All staff candidates are expected to maintain academic standards as indicated in their position description in order to remain in consideration for a position. Candidates who are below their indicated GPA requirement may correspond with Safari Office Staff to engage in an Academic Plan to remain in consideration for a staff position.
- 2) Staff candidates who have been found in violation by the Office of Student Conduct will be contacted by Safari Office Staff. Depending on the nature and occurrence of the violation, candidates may be dismissed from the selection process.
- 3) All Staff candidates must be present at all phases of the selection process in order to remain in consideration for the position. Note: excused absences will be accepted on a case by case basis and must be approved by Safari Office Staff.
- 4) If a candidate is not selected for the position for which they initially applied, they may opt to defer their application to the consideration pool for a different position (as indicated on their application). Candidates will not be required to submit a secondary application; however, they will be required to participate in an interview for the indicated position.
- 5) If you would like to withdraw your candidacy for a staff position, out of professional consideration, we ask that you notify [safari@cmich.edu](mailto:safari@cmich.edu) with your decision as soon as possible.
- 6) All candidates who are not selected for a position are invited to participate in a feedback meeting with the selection coordinator. These meetings can be scheduled by contacting [ander2he@cmich.edu](mailto:ander2he@cmich.edu) with a request.

## **Application Evaluation Process**

Leadership Safari maintains a highly selective staff consideration process. Each candidate is carefully reviewed and scored by the selection team. Please review the following scoring process for the application cycle:

- 1) Application scores comprise one third of the candidate's final consideration score (if chosen to continue in the process).
- 2) Every application is reviewed by three members of the selection team and scored out of 50 possible points.
- 3) Each short answer response is scored out of 10 possible points and is evaluated based on our Leadership Learning Outcomes.
- 4) Applications will also receive a score out of 5 possible points for both mechanics (i.e. spelling and grammar) and professionalism—10 points total.
- 5) Candidates will receive an overall recommendation that will not count towards the total application score, but provides any final insight into the reviewer's impression of the application.

### ***Additional considerations for Returning and Senior Staff applicants:***

The selection team may refer to performance evaluations from previous Safari conferences when making staff selections for returning candidates.