

University of Nebraska—Lincoln Panhellenic Association

2017 Recruitment Guide Application



Timeline

12.12.16	Application Release
01.25.17	Application Due
02.01.17	Last Day of Interview Notifications
02.05.17	Interviews
02.08.17	Selection Notification
02.13.17	Recruitment Guide Classes Begin
04.17.17	Recruitment Guide Classes End

Contact

Rachel Gibson
(402) 881-7534
unlpanhellenic@gmail.com

**Candidates are not guaranteed an interview.
Rho Gamma Classes will be held on Mondays at
8:00 p.m. They will last approximately 60 minutes.**

Recruitment Guide Qualifications

A Recruitment Guide, commonly referred to as a Rho Gamma, is an impartial representative of the College Panhellenic Association who understands and implements the purposes and goals of the College Panhellenic Association during primary recruitment. The Recruitment Guide is expected to be:

- An active member of a UNL sorority, and have participated in recruitment as a member of your chapter.
- In good standing academically and have a minimum cumulative grade point average of 3.0 and maintain this throughout the Recruitment Guide term
- One who exhibits objectivity and enthusiasm about the fraternal community with respect to each member group in the College Panhellenic and who has a willingness to share this enthusiasm and positive information about chapters with Potential New Members (PNMs).
- Hard working, able to follow directions, take on responsibilities, and make recruitment as successful as it can be.
- A good listener, sensitive, positive, objective, and able to maintain confidentiality.
- A fast learner, detail oriented, and able to follow directions and put them into action.
- A responsible, dependable, flexible, and resourceful person in obtaining information and answers to difficult questions.
- Willing to contribute personal time, complete all training and execute assigned responsibilities with a positive attitude and sincerity during the entire primary membership recruitment process.
- **Familiar with the NPC Unanimous Agreements and resolutions regarding membership recruitment and the College Panhellenic rules and regulations, procedures and recruitment schedules.**

Expectations

The Recruitment Guide:

- Attends all Recruitment Guide training sessions and completes all responsibilities.
- Explains all procedures and answers questions concerning the mechanics of the primary membership recruitment and primary membership recruitment activities.
- Plans and facilitates meetings with the assigned recruitment group in a quiet and convenient location.
- Stimulates and maintains interest in the recruitment process and in joining a women's fraternity.
- Keeps all information confidential regarding conversations with PNMs.

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- Monitors the PNMs' progression through the primary membership recruitment process.
- Is available as much as possible during recruitment for the PNMs to address concerns and offer guidance in one-on-one counseling situations.
- Reinforces her position as a neutral representative of the College Panhellenic by refraining from contact with her own fraternity/sorority or revealing her affiliation through the primary membership recruitment period.
- Will **not** consume alcohol or use other drugs during the membership recruitment period.
- Promotes a positive attitude toward the women's fraternities through personal behavior.
- Models the Panhellenic Creed.
- Consults with members of the Panhellenic Recruitment Team regarding situations that appear to be serious or uncomfortable to address.
- Understands the procedure for reporting possible recruitment violations and reports such concerns to the Panhellenic President, Vice President of Recruitment Management, Office of Fraternity and Sorority Life Advisor or Graduate Advisor immediately.
- Maintains a positive attitude throughout the recruitment process for both PNMs and when completing her responsibilities.

Application Process

Read this document in its entirety, particularly noting due dates and how to submit application materials. If you have any questions, please contact Rachel Gibson. Please note that advisors and recommenders will be able to send the form directly to the Vice President of New Member Outreach and Development. It is not her responsibility to notify you if one has been received, please work accordingly with your recommender, advisor and/or president to keep track of your application materials.

Note: You may not be able to complete your application in multiple sittings. Please have all application materials ready for upload when you are ready to submit the application.

The application should be completed by January 25, 2017 at 11:59 PM.

Your Recruitment Guide Application should include the following elements:

- 1) The Application
- 2) Supplemental documents to be uploaded with your application.
 - a. A resume of Greek, campus, and community activities and volunteer experiences
 - b. A separate typed page with your responses to the following supplemental questions. Answers should be concise; limit two pages, double-spaced.
 - i. Why do you want to be a part of the recruitment guide team? What qualities do you have that would make you a good recruitment guide?
 - ii. What do you feel are the roles and responsibilities of a recruitment guide?
 - iii. What is the importance of confidentiality and why is it important for a recruitment guide to practice it?

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- iv. Please describe what it means to you to be Panhellenic.
- v. Answer one of the following:
 - 1. **If you participated in the formal recruitment process**, how did your recruitment guide affect your experience? Is there anything you would have changed?
 - 2. **If you did not participate in formal recruitment**, please discuss your own experience. What qualities do you think a successful recruitment guide would need?
- c. A letter of recommendation from a chapter advisor or chapter officer, use the attached form.
- d. Affirmation of good standing form from your chapter advisor and president, use the attached form.

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2017 Recruitment Guide | Letter of Recommendation



Applicant: Give this form with an envelope to someone with whom you have worked, who can speak to your personality and abilities. You will need to have the form returned from your recommender with their signature so that you can upload the document to your application. However, the recommender can choose to submit the form directly to the VP of New Member Outreach and Development, Rachel Gibson.

Advisor/Officer: Please complete the following form and return it to the applicant as it will be included as an attachment to their application. Please be mindful of the application deadline of January 25th. If you do not feel comfortable returning the recommendation to the applicant, it can be sent directly to Rachel Gibson at unlpanhellenic@gmail.com.

Applicant Full Name

Advisor/Officer Name

Relationship to Applicant

Phone

Email

Please rate the applicant in the following categories using the following scale:
0=Below Average, 1=Average, 2=Above Average, 3=Excellent

_____ Punctuality

_____ Problem Solving Skills

_____ Initiative/Maturity

_____ Communication Skills

_____ Attitude

_____ Effectiveness as a Leader and Role Model

Would you recommend the applicant to serve as Recruitment Guide for the UNL Panhellenic Community?

- Would Highly Recommend
- Would Recommend, With Reservations
- Would Not Recommend

Additional Comments: Please use a separate page if necessary

Advisor Signature

Date

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APPLICANT: Give this form with an envelope to a chapter advisor who can verify your standing within your organization. You must also acquire your chapter president’s signature to verify your standing within your organization. Once you have acquired both signatures, please attach to your electronic application.

Advisor/President: Please complete the following form and return it to the applicant as it will be included as an attachment to their application. Please be mindful of the application deadline of January 25th. If you do not feel comfortable returning the form to the applicant, it can be sent directly to Rachel Gibson, Vice President of New Member Outreach, at unlpanhellenic@gmail.com.

Applicant Name

Advisor Name

Phone

Advisor Title

Email

According to your chapter’s standards, is this applicant in good standing?

YES

NO

Advisor Signature

Date

Chapter President Signature

Date