

PREPARING FOR YOUR RESIDENT ASSISTANT INTERVIEW

BEFORE THE INTERVIEW

Review the position description.

Have a solid understanding of general duties and responsibilities. Talk with a Residential Life staff member to gain more insight.

Prepare questions.

This will show your interest in the role.

Examples:

- What has been the most rewarding aspect of being an RA?
- What do you look for in a fellow co-worker or supervisee?

Make sure you are well groomed.

Showered, freshly shaved, etc.

Avoid fragrances. (cologne, perfume, etc.)

Scents may distract interviewers.

Preferred dress is business casual.

Appropriate dress typically includes slacks/khakis, a dress shirt/blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes. A tie or sport coat is optional, not necessary.

Be punctual. Arrive 10-15 minutes early.

DURING THE INTERVIEW

Be professional and friendly toward everyone you interact with throughout the interview process.

Have good body posture and avoid slouching or laying back in your chair.

Give a firm handshake to everyone you interact with.

Speak clearly and confidently when introducing yourself and answering questions. Speak at a conversational tone and level.

Make eye contact with your interviewer(s).

Smile! This shows off your personality and communicates you are excited about the position.

AFTER THE INTERVIEW

Thank the interviewer(s) for the opportunity to interview.

Reiterate how excited you are for the position.

Send a “Thank You” e-mail to your interviewer(s).

**For more tips, visit the
Northeastern University
Career Development website!**



Northeastern University
Housing and Residential Life

SECURING A GREAT REFERENCE

Always ask prior to submitting your application.

References should never be surprised when they are contacted to talk about their experience working with you.

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Choose someone who can attest to your work, volunteer, or leadership ability.

Former employers or supervisors are great references. The selection team strongly discourages using family and friends.

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Provide a copy of the job description.

References are better able to attest to your relative skills and abilities if you give them more context.

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Give at least 2 weeks' notice.

Communicate the deadline ahead of time

(January 3, 2017 at 12:00pm).

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Thank them!

'Thank You' cards and e-mails are professional ways to express gratitude.

WRITING STRONG ESSAY RESPONSES

- **Be succinct.** Adhere to the word limit, and keep your response concise.
- **Answer the question.** Ensure you have clearly responded to the question.
- **Tell your story!** Be relatable; invite us to understand you on a personal level.
- **Use specific examples.** Give context as to how you would handle a situation.
- **Proofread.** Check all grammar, spelling, and punctuation before submitting.
- **Be unique.** Show us why YOU would be a strong member of the RA team.
- **Be authentic.** Your essay should have your voice and reflect your integrity.
- **Write with purpose.** Show us WHY you want to be an RA!