



## Discovering Talent

How to find the right students for your program.

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Discovering Talent

## PREP WORK

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## What are you looking for?

- Personality traits
- Work ethic
- Diversity
- Skills required
- Tasks performed
- Availability

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## Recruit Help

- Who do your students work with?
- Who has a vested interest in the group?
- Current student employees are the experts
- Be mindful of the time commitment
- Send thank you notes

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## Where do you advertise?

- How did your current students find out about the position?
- How did your best students find out about the position?
- What is your budget?
- Utilize social media
- Start early



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## What do you need to know?

- Determine crucial information
- Create your application
- Include a job description
- Include important dates
- Reference forms
- Set expectations for the interview process

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## Who do you interview?

- Minimum requirements
- How many do you have time to interview?
- What are the recruitment priorities for your institution?
- Create a paper cut process

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### IKEA Job Interview



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## THE INTERVIEWS

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## Protect Yourself

- Know what you can and can't ask
- Be careful what you put in writing
- Educate your selection committee

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## Group Interviews

- Find creative tasks or problems
- Determine criteria for evaluation
- Create evaluation forms
- Have a constant in all interviews
- Change it up




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### You be the Judge

Below you will find ten fictitious candidates for the Eagle Ambassador Program. You have 15 minutes to go through the list and determine which four candidates will be hired as Eagle Ambassadors. You may rank the candidates based on your personal preference but you must all agree as a group on the final four students. At the end of the 15 minutes your group will need to give a two minute presentation to the observers about which candidates you chose to hire and why. Each member of the group must speak at some point during the presentation.

Eagle Ambassador Candidate	Group Ranking
<b>Ryan</b> This is Ryan's second year at UNT. He is treasurer of his fraternity and a member of the Young Conservatives of Texas. He is an avid Mean Green sports fan with a 2.25 GPA. He works at Good Eats 10 hours a week and also baby-sits his little sister in Krum. He thinks that being an Eagle Ambassador will give him more opportunities to meet people and network for his future.	
<b>Tamasha</b> Tamasha is a freshman who loves UNT and wants to be involved in everything that she possibly can when it comes to performing and working behind the scenes for RSTV. Currently she is a member of Texas Panhandle Cooperative, North Texas Television, Social Culture of Arts and Talents, and Bone Rhythms Dance Company. She lives in and spends most of her time on campus so figures she may as well work on campus. She knows that she needs to work on her grades and not spend so much time making movies. Her current GPA is a 2.8.	
<b>MacKenzie</b> MacKenzie is a senior Music Education major at UNT. She is from the area and is heavily involved with College Life Women's Ministries. She is creatively and maintains a 3.5 GPA. It takes her a while to warm up to strangers but is friendly once she does. She has a passion for UNT history and knows lots of little known facts about the campus. MacKenzie will begin student teaching and graduate in the spring but promises to take graduate classes over the summer to fulfill her 1 year commitment to the Eagle Ambassador program if selected.	
<b>Justin</b> Justin is a sophomore UNT football player and a third generation North Texan. He knew that he wanted to play football for UNT after listening to his grandfather's play days stories as a child. He needs a job for extra spending money but doesn't want a big commitment. He has a lot of free time during the spring but during fall he needs a lot for football. He will continue playing football until he graduates but feels that being an Eagle Ambassador would be another opportunity to get involved. Football is the only activity or organization that Justin currently belongs to. The Athletic Director strongly recommends him.	
<b>Carrolla</b> Carrolla is Junior in studying communication. She thinks that this job is the perfect step for her career. A serious student with a 4.0 GPA, Carrolla is involved in four different honor societies and an officer in the Honors Program. Carrolla also plays intramural soccer. She would love to have this job and is determined to do anything to get it.	

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## Individual Interviews

- Be consistent
- Be specific – ask for examples
- Maintain control
- Look for total communication
- Qualifications v. Charisma
- Determine criteria for evaluation
- Have a constant in all interviews

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## Social Interviews

- Determine your guest list
- Determine criteria for evaluation
- Make it real
- Have a constant

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## WHO GETS HIRED?

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## Create a Point System

- What do you value?
- Who's opinion matters most?
- Evaluate your system regularly
- Trust your gut
- Have a back up plan

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