Problem:
- Two redundant processes.
- Time & labor intensive.
- Low quality applications.
- Needless wasted paper.
- High applicant confusion.

Streamlining Student Staff Selection Processes in First Year Programs
Undergraduate Academic Affairs, University of Washington

Goals:
- Develop a streamlined, paperless student staff selection process that lessens the burden on applicants and professional staff while improving communication & transparency.

Strategies:
- Single point of contact to manage both processes.
- Streamlined process by assigning one staff member to manage recruitment, interviews, and selection in order to minimize redundancies and ensure conflicts do not exist.
- Common marketing materials & applications.
- Further streamlined marketing materials, application questions, and deadlines to broaden audience & collect consistent data.
- Google Drive used to store applications & notes.
- Established a paper-less process by moving all application spreadsheets, interview notes, and scores to a shared, web-based drive that is accessible by all staff members.
- Shorten timeline to reflect student application trends.
- Lessened the burden on staff by condensing application time period from 8 weeks to 6 weeks and combining FIG Leader interviews to one round.
- Application questions & word count added online.
- Improved communication & transparency by sharing application questions and answer word counts on website which allowed applicants to prepare in advance.

Outcomes:
- 70% of applicants submitted their application within 24 hours of the deadline despite the shorter time period. Applicant numbers were not affected by this adjustment.
- Aligned disparate demographic information (race/ethnicity, years enrolled, credits earned, involvement).
- Reduced the number of FIG Leader interviews by 64%, making the process less time intensive for applicants.
- Adding intent behind application questions and word counts to the website gave applicants a better understanding of what the application required, increasing overall application quality.

Essay Questions - New Orientation Leaders
Provide a response to all of the following questions and include your answers in the box below.

Please note: Our intent in asking these questions is to gain insight into your perspective on these issues and to gain a sense of who you are. Strong responses are thoughtful, sincere, complete, well-organized, and fall between the word limits identified for each question. We encourage you to compose your responses in word and copy/paste into the application text boxes.

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