



Dear Applicant,

Thank you for your interest in the College Panhellenic recruitment counselor program at Middle Tennessee State University. Recruitment counselors serve a vital role prior to and during fully structured (formal) recruitment. They are an integral part of a successful recruitment program.

To be effective, recruitment counselors must be dependable, responsible, impartial, discreet, ethical and enthusiastic. All applicants must be initiated undergraduate members in good standing of a women's fraternity established on the campus, able to attend all training sessions and willing to return to school prior to the beginning of the recruitment process. Additionally, all applicants must have a 2.5 GPA at the conclusion of the fall 2011 semester and participated in one formal fall recruitment as a recruiter for your respective chapter.

Applications are due to the CSIL office (KUC 326-S) no later than 4:30 on December 2, 2011.

For additional information, please contact Chloe Robinson at 898-5812 or chloe.robinson@mtsu.edu.

Interfraternally,

Chloe Robinson
Panhellenic Co-Advisor

Kristin Pogue
Rho Sigma Coordinator

Attachments:

- Recruitment counselor application
- Recommendation for recruitment counselor
- Recruitment counselor job description



Recruitment Counselor Application

Please return completed application with your resume to the CSIL Office (KUC 326-S) by **4:30 on December 2, 2011**
All applications and responses must be typed.

Name: _____

M Number: _____

Sorority Affiliation: _____

Initiation Semester and Year: _____

Classification: _____

Current Address: _____

Cell Phone Number: _____

City, State, Zip: _____

Email Address: _____

Please respond to the following questions:

1. How did you join your chapter-during formal recruitment or through continuous open bidding (COB)?
2. Have you recruited others through the fully structured recruitment or continuous open bidding process? Please describe your experiences.
3. What qualifications do you possess or what experiences have you had that will make you an asset to the recruitment counselor team?
4. What have you gained from your chapter experience? In what ways have you contributed to your chapter?
5. As a recruitment counselor, how would you deal with any chapter stereotypes that a potential new member articulates?
6. If you participated in a recruitment process with recruitment counselors, how did your recruitment counselor affect your experience? What positive things did you gain through her advice/counsel? What would have you changed?
7. How would you describe "ethical behavior" as it pertains to the position of recruitment counselor?
8. Please list and describe any summer commitments you have (job, summer courses, trips, etc.).



Statement of Understanding

I, _____, have read, understand and agree to abide by the attached requirements (the recruitment counselor job description, duties of the recruitment counselor, and qualifications of the recruitment counselor) for recruitment counselors. If selected I will attend all recruitment counselor training sessions. I certify that all information on this application is correct and factual to the best of my knowledge.

Signature: _____

Date: _____

Good Standing Form

We, _____ (Chapter President) and _____ (Chapter Advisor), certify that the applicant is in good social, academic, and financial standing with this organization.

Chapter President

Signature

Date

Chapter Advisor

Signature

Date



Recommendation Form for Recruitment Counselor

Using the form below, you must submit two recommendations; please have an executive officer from your chapter or a former recruitment counselor answer the following questions honestly and objectively using an attached page. Please submit a second recommendation form a source of your choice.

Name: _____

Date: _____

Office held or title: _____

Chapter affiliation: _____

Applicant's name: _____

1. How will and in what context do you know the applicant?
2. What qualifications does this applicant possess that would make her a strong recruitment counselor? What are her weaknesses?
3. If applicable, how would you characterize the applicant's commitment to the collegiate chapter? Do you consider her to be a good conversationalist during the recruitment process?
4. How would you characterize the applicant's commitment to the fraternal community in general?



Recruitment Counselor Job Description

Recruitment counselor: An **impartial** representative of the College Panhellenic Association who understands and implements the purposes and goals of the College Panhellenic Association in recruitment.

Qualifications of a recruitment counselor

The recruitment counselor is expected to be:

- An impartial representative of the College Panhellenic, who understands and implements the purposes and goals of the College Panhellenic Association in membership recruitment.
- A crucial link in the organization and success of recruitment.
- An enthusiastic person of the fraternal community who is able to convey this enthusiasm to PNM's.
- Supportive of the PNM through extensive person-to-person contact during the membership recruitment process.
- One who exhibits objectivity and an inclusive attitude with respect to each member group in the College Panhellenic and has a willingness to share positive information (facts) about each chapter.
- A good listener, sensitive, positive, and perceptive, objective and able to maintain confidentiality.
- A responsible, dependable and resourceful person in obtaining information and answers to difficult questions.
- Willing to contribute personal time, complete all training and execute assigned responsibilities with enthusiasm and sincerity during the entire 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.

Duties of the recruitment counselor

The recruitment counselor:

- Attends all recruitment counselor training sessions and completes responsibilities.
- Explains all procedures and answers questions concerning the mechanics or membership recruitment and membership recruitment activities.
- Plans and facilitates meetings with the assigned recruitment group in quiet and convenient locations. Prepares and agenda prior to each meeting, covers all subjects listed and includes time for questions and answers.
- Stimulates and maintains interest in the recruitment process and in joining a women's fraternity.
- Keeps all information confidential regarding conversations with PNMs.
- Monitors the PNMs' progression through the membership recruitment process.
- Is available as much of the time as possible during recruitment for the PNMs to address concerns and offer guidance in one-on-one counseling situations.

Office of Fraternity and Sorority Life

P.O. Box 197

Middle Tennessee State University

Murfreesboro, Tennessee 37132

(615) 898-5812



MIDDLE TENNESSEE STATE UNIVERSITY



- If appropriate for campus membership recruitment style
 - Manages the distribution and collection and confirms proper completion (execution) of all printed material and records associated with recruitment events and procedures to assigned recruitment group.
 - Establishes designated times and places for the process.
 - Escorts recruitment group to Panhellenic-scheduled functions and recruitment events but does not **attend the individual chapters' recruitment events.**
- Reinforces her position as a neutral representative of the College Panhellenic by refraining from contact with her own fraternity/sorority and the revealing of affiliation through the membership recruitment period.
- Promotes a positive attitude toward the women's fraternities through personal behavior.
- Models the Panhellenic Creed.
- Consults with the College Panhellenic officer responsible for membership recruitment and/or the Panhellenic officer responsible for membership recruitment and/or the Panhellenic advisor regarding situation 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 or Panhellenic advisor immediately.
- Understands that the recruitment counselor is authorized to file recruitment violations, though it is not her primary or central responsibility.