

Chapter 3: Selecting Peer Educators

Importance/Relevance

- A well-designed selection process facilitates your ability to employ qualified individuals who are a good fit for your Peer Educator role.
- Effective implementation requires a comprehensive understanding of recruitment, selection, hiring, training, and the calendar period (start/end date) for your Peer Educator role.

Questions to Answer/Things to Consider

- What do you need to know in order to determine whether or not a candidate is a good fit for your position?
 - What is the most effective method to obtain that information?
- If your Peer Educator position is a compensating role, how will your selection process align with the UC hiring process?
- How much time will you need to complete the selection process in order to have Peer Educators in place by their start date?
- What are the legal requirements that you need to abide by?
- Who should you collaborate with to facilitate completion of this process?

Informational Content

Application Materials

How will students apply to your Peer Educator position? Will they need to submit their resume, fill out an application, provide references, or submit letters of recommendation? The answers to these questions are up to you.

Resume

It is typical practice to have students submit resumes in addition to a completed application. Resumes are great for quickly gaining a sense of the applicant's experience. Additionally, it is good practice for applicants, as college students, to put together and keep an updated resume.

Application Platform

The University of Cincinnati does not have a required application platform for student worker positions. There are plenty of platforms available to help you build a job posting for a position. You have a couple of options:

Application Type	Pros	Cons
UC Appointed System (Success Factors)	-Lends well to the hiring process -Online allows for easy access	-Limited capability to ask unique questions
Alternative System (Survey Monkey, Online Form, Hard Copy, etc.)	-Can make specific to your position -Easily adjusted system for your office	-Does not lend as well to the hiring process -Hard copies may be difficult for multiple people to access

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Application Content

Deciding what questions you want to ask on your position application will depend on how you plan to utilize the application in the selection process. Common content includes:

- Basic information – utilized to eliminate candidates that do not meet qualifications
 - Contact information
 - Demographics
- Details regarding applicant interest and capabilities – utilized as a screening process to cut down the amount of applicants that move to the next phase of the selection process
 - Short-answer/essay responses
 - Interest in position
 - Ability to perform xyz skills
 - Knowledge or insight

Do Include: In order to look up any additional information on your applicants like GPA, courses taken, etc., you will need to include a question in the application that asks for the applicants to consent to the access of their records.

Do Not Include: In order to comply with legal obligations, certain things are unlawful and not allowed to be asked on an application. For a complete list, contact [Human Resources](#).

- Age
- Race
- Sex
- Nationality
- Religion
- Disability
- Marital/Family Status

Application Supplemental Materials

Many programs require some sort of reference or recommendation.

- References
 - If you prefer to call and speak with a reference
 - Have time and office staff to make phone calls for all applicants
- Recommendation Letters/Forms
 - If you prefer to read or review what a recommender says, either:
 - Ask for letters
 - No preference to what the recommender tells you about a candidate
 - Ask recommender to fill out a form
 - Have specific traits/characteristics you would like recommender to evaluate
- Guidelines
 - Provide applicants with specific guidelines as this may be the first time they have submitted a job application
 - How many
 - 2-3 references or recommendations is most common
 - Acceptable vs. Not Acceptable

Acceptable	Not Acceptable
(Previous) Supervisor	Family Members
Advisor	Friends
Professor	
Peer Educator	

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Interview Process

We recommend that you always institute an interview process when selecting Peer Educators. Interviews provide you with a way to gain valuable insight and evaluate the candidates.

- Set-up an interview process in which students can be successful. Remember that for most of your Peer Educator candidates, this may be the first time they've ever interviewed for a job.
 - Remember that you are selling an experience and that experience begins the moment the student decides to apply and interview for your position. Put your best foot forward because you want them to rise to the challenge.
- The interview portion of the hiring process should focus on the individual and their fit with your program.
 - If you are simply looking for a particular personality, say so upfront so that the student is set up for success and not failure.
 - It is your job to find the best Peer Educators possible, not "haze" a student during the interview.
- Every interview you conduct should look exactly the same in order to ensure an equal opportunity for all candidates.
- Individual Interviews
 - Better for assessment of an individual's experience and capabilities
 - Good for individual Peer Educator roles
- Group Interviews
 - Better for assessment of an individual's interaction with others, capabilities of working in a group
 - Good for Peer Educator roles that will require work primarily in team environments
- Other things to consider:
 - Scheduling process
 - Interviewing team
 - Length of interview
 - Interview location
 - Interview dress code
 - Interview questions
 - Gear your questions towards the job description and how a students' experience or level of interest matches up with that job description.
 - Some things are unlawful and not allowed to be asked during an interview. Please view the University of Cincinnati's [Recruitment and Search Guide](#) for a complete list.
 - Nationality
 - Age
 - Family/Marital Status
 - Disabilities
 - Arrest Record
 - Religion
 - Sex
 - Race
 - Military
 - Personal: Height/Weight, etc
 - Interview Evaluation
 - Rubric
 - Recommendation for hire

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Selection

So how will you make selections and decide on the best candidates to fill the Peer Educator positions you have available? The following are examples of things you can do in order to make a selection:

- Utilize hiring recommendations from multiple interview team members
- Utilize interview rubrics
- Reach out to references or read letters of recommendation/recommendation forms
- Review resumes
- Review application materials
- Consult with other departments, faculty, and staff

Current Implementation Examples

The Peer Leader Program with First Year Experience & Learning Communities is a current, well-established peer education program.

- FYE & LCs hire approximately 130 – 140 Peer Leaders for Fall Semester
- Fall Semester position begins in August
- Success Factors application opens in early January
 - Priority application deadline is about one month later
 - All qualified candidates that apply prior to priority deadline are granted an interview
- Resume and two recommendation forms required
- Disqualifiers:
 - Below a 3.0 University GPA
 - Graduate students
- Interviews immediately follow priority deadline for about two months
 - Candidates dress professionally
 - Interview team consists of a FYE & LC staff member, Peer Leader Captain (undergraduate Peer Leader supervisor), and current Peer Leader
 - 30 minutes
 - 20 minutes asking standard question set
 - 5 minutes answering candidate questions
 - Interview evaluation
 - Rubric filled out
 - Interview team comes to consensus on hire
 - The Associate Director (who makes all of the selection decisions) then reviews all candidate files to fill the open Peer Leader positions.
 - This process happens on a rolling basis, it begins two weeks after interviews begin taking place and continues until all positions are filled.

Supplemental Documents/Common Forms

- [Peer Leader Application](#)
- [Resident Advisor Application](#)
- [Peer Leader Recommendation Form](#)
- [Peer Tutor Academic Reference Form](#)
- [Supplemental Instruction Professional Reference Form](#)

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- [Peer Leader Interview Questions](#)
- [Peer Leader Interview Rubric](#)
- [Resident Advisor Applicant Interview Panel Questions and Evaluation](#)