**PHONE INTERVIEW QUESTIONS TO ASK:**

**1. Why did you choose to work at \_\_\_\_\_\_\_\_\_\_?**  **2. What do you look for in Residence Hall Director Candidates?**

**a) Qualities?**  **b) Qualifications?**  **c) Characteristics?**

**3. Describe the types of students that attend \_\_\_\_\_\_\_\_\_\_\_?**  **4. How does \_\_\_\_\_\_\_\_\_\_\_\_ accommodate the needs of diverse student populations?**  **5. How does \_\_\_\_\_\_\_\_\_\_\_ Office of Residence life cater to the needs of diverse Faculty, Staff and Students (i.e. individuals with diverse sexual orientations, religions, ethnicity’s, political beliefs, disabilities, races?)**  **6.  Describe the structure of Department of Residence Life.  (# of Hall Directors?   # of RAs?)**  **7.  What are some of the challenges and issues facing residence hall students at \_\_\_\_\_\_\_\_\_\_?**  **8. Describe a typical day/week as a Residence Hall Director at \_\_\_\_\_\_\_\_\_\_\_\_.**  **9.  What are some of the Professional Development Opportunities at \_\_\_\_\_\_\_\_\_\_?  How involved are the Residence Hall Directors in professional Organizations?  ACPA? NASPA? Local and Regional ACUHO?**

**QUESTIONS TO ASK ON THE ON-CAMPUS INTERVIEW:**

**1. What professional development opportunities do you have for your hall director staff?  Ph.D. Programs.**  **2. Can I see a hall director apartment?**  **3. What are some of the strengths and weaknesses of your residence life department?**  **4. Why should I work for your department?**  **5. What are the expectations of office hours for this position?**  **6. Are there any outside collaboration assignments?**  **7. Are there Professional Secretaries in the halls?**  **8. How are your Residence Hall front desks set up?**  **9. What are some of the new ideas and projects your residence life department is working on?**  **10. Describe the Who/What/When/Where/Why of your Departmental (Residence Life) Meetings?**  **11. Are students required to live in the residence halls any given time? (2 years?)**  **12. Describe your departments Web Pages- Who does yours and what about residence hall student homepages and hall web pages.**  **13. Are Halls Closed over Breaks?  Duty Rotations?**  **14. How is Attendance to Residence Hall Programs?**  **15. Is there High Student involvement on campus and in residence halls?**  **16. What was your most successful program and or programs.**  **17. Is there a Dress Code?**  **18. What and Time Off and how much am I on Duty?  Leave if not on duty?  When on duty how far can you go?  Cell Phone.  RAs Beeper?**  **19. Set Office Hours?  Where are Offices?**  **20. What are some of the issues your RHA has worked with over this past year?**  **21.  What options do students have to use their meal plan?**  **22. How are your Residence Halls set up? (Same Sex Halls, Coed by building, floor, wing)?**  **23. How are the Residence Hall Front Desks supervised and staffed?**  **24. Descrive your Residence Hall Programming Funds?**  **25. What is the projected Start Date?**

**QUESTIONS TO ASK AFTER YOU ARE OFFERED THE JOB:**

**1. Is Pay-competitive?**  **2. Do you pay for moving expenses?**  **3.  What is the retirement program and life insurance like?  Name of company?  Plan?**  **4. What are the specifics on Vacation, Sick Leave, and Personal Days, etc.**  **5.  How much are health, dental, and vision coverage for a spouse/Partner?**  **6. Is there an Ethernet in the Residence Hall Director Apartment and Office?**  **7. Is the stove oven in the apartment full size?**  **8. Is the refrigerator full size?**  **9. Is there free cable TV in the apartment?  And is it possible to upgrade the cable to any premium channels with cost to us?  Can you add a digital TV box to get more channels?**  **10. Are there any opportunities for promotion?**  **11. Air Conditioning in Apartment? Office?**  **12. Computers?**  **13. Voice Mail on Office and Apartment Phones?**  **14.  What is tuition assistance like?  Can Residence Hall Director’s work on any degree’s part-time?**  **15. What are pay increases/raises like?**  **16. Do Residence Hall Directors receive any other campus benefits (i.e. admission to sporting events, rec. center membership, etc)?**  **17. What is the on-duty schedule like?  How many days/weekend am I on duty a month/semester?**  **18. What is the current parking fee (if any?) for Residence Hall Directors.  How is Parking on Campus?**