1. **Contact Information of Submitters**
    A. Shundeez Faridifar (Primary)
    Assistant Director of Student Activities
    (P) 713-525-3572 (E) faridis@stthom.edu
    (A) 3800 Montrose Blvd Houston, Texas 77006

2. **Session Title:** Centralized Leadership Process (CLP): Developing Leaders for the Common Good through a Common Application
3. **Executive Summary:** At a small, Catholic institution like the University of St. Thomas, staff and faculty must work together to accomplish their goals. Several departments in Student Affairs have only one employed professional staff member, so we rely on one another to have a successful department. A few years ago, we centralized our student leadership hiring process to funnel through only one office. Previously, we hosted multiple interviews with the same interviewers and questions, but for different positions. Through this process we consolidate the time spent interviewing, increase student visibility, hold a more holistic approach to student development, funnel students to lesser-known positions, increase utilization of Career Service, provide professional practice, and close the hiring loop.
4. **Connection to conference theme:** Through our process we develop servant leaders for the common good. The Centralized Leadership Process fits perfectly with this year's conference theme because it allows for student to apply for multiple leadership opportunities throughout campus through one process (one common application). This allows for our students to have the opportunity to learn about different positions and allows for our staff and faculty to have a more overall approach to hiring. We encourage all students to go through the process, to help develop the student leader for after graduation. This process has allowed for us to develop more socially responsible leaders, by allowing current leaders to help with the process and the decision making process.
5. **Promotion of the "Principles of Good Practice for Student Affairs at Catholic Colleges and Universities" :** Principle 1,2,3,4, and 8
6. **Description and/or Outline:**
    (a) Leadership Fair: Organized during the first week of spring semester, Welcome Week, to showcase all positions being hired during the CLP. Current leaders and administrators set up tables to explain the position and perks. After a student walks through the tables and receives a stamp on his/her passport, he/she is able to turn in the passport for a delicious treat.
    (b) Mandatory Information Session: Approximately 15, one-hour sessions are held to explain the who, what, where, and when of the CLP. Students are asked to take a pre-self efficacy survey prior to the meeting. After the completion of the meeting, a staff member adds them to the “Edublog website” in order to access the application. Students also receive a “one-sheeter” explaining all available positions through the process.
    (c) Pre-Self Efficacy Survey: Students are asked to rank 0 (not confident) to 10 (extremely confident) in creating a resume, cover letter, dressing appropriately for an interview, interviewing question confidence, dressing professionally, completing

online job applications, and readiness in applying for their dream job if it became available. The survey also consists of some demographic questions, but surveys remain anonymous.

(d) EduBlogs Website: Home-created website that serves as a "one-stop shop" for students. The website provides possible interview questions, created by compiling a list of most popular questions, with the addition of the Catholic mission which, could substitute for the mission of the company. Future student leaders also have the opportunity to review the hiring rubric which interviewers will use to evaluate their interview skills. The website also includes full job descriptions, printable reference forms which can be filled out online, and an opportunity to sign up for individual interview time slots as well as group interviews.

(e) Interviews: Students are required to attend two interviews - individual and group - held during the same week. Individual interviews are standard 30 minute interviews with approximately 4 interviewers. The questions are provided in advance. The interviewers will complete a hiring rubric with feedback about the applicant. The group interviews are done in groups of 12 for about 45 minutes. Each student has 30 seconds to introduce themselves with a self-created nametag. After introductions, the group is given a "wreckage " activity where they work together to pick their ideal jobs for those who are left on island.. This activity brings out many biases and gives us an opportunity for teaching moments in the future.

(f) Post-Self Efficacy Survey: The identical pre-self-efficacy survey is given to the student after he/she completes the CLP, prior to him/her receiving the letter of acceptance or denial.

(g) Packet Pick Up: Packets are picked up in a central location for all positions. The packet will include what positions, if any, were offered, feedback on student resume and cover letters, hiring rubric feedback, and any supplemental information.

Overall, we hope the process is similar to what students face once they leave the university. We provide written feedback on resumes, cover letters, and the entire interview process by providing a hiring rubric. The process streamlines an extensive process of interviewing for multiple jobs all at once. Through this process, student leaders have learned about new positions and found what they want to commit to for the upcoming academic year.

7. **Intended Audience:** ALL- Professionals new to Catholic Higher Education, seasoned professionals, new professionals
8. **Presentation Requirements:**
    a. **Audio-visual needs (all rooms will be equipped with computer/LCD projector)**
        i. Computer, Project, possible audio
    b. **Room setup requests (round tables, lecture style, etc.)**
        i. Lecture style
    c. **Co-presenter(s) information (name, university, and position)**
        i. Amanda Villanueva (Co-Presenter)

Assistant Dean of Students
(P) 713-525-3512 (E) ingersa@stthom.edu
(A) 3800 Montrose Blvd Houston, Texas 77006

ii. Ana Alicia Lopez (Co-Presenter)
Director of Residence Life & Conference Housing
(P) 713-525-3158 (E) lopezaa@stthom.edu
(A) 3800 Montrose Blvd Houston, Texas 77006

9. **Assessment Data:** We have results from March 2017, March 2018, and March 2019. In addition to the pre and post self-efficacy survey, we completed a survey on the entire process with overwhelmingly positive results. At the end of the process a majority of students felt the hiring rubric and resume were specific and helpful, and a majority of the students felt better prepared for a job outside of the University of St. Thomas.

10. **All supporting documents can be found online.** If you would like the documents personally emailed to you, I am more than willing to assist.
    - To review the website: http://ustclp.edublogs.org/
    - CLP One-Sheeter, Pre/Post Self Efficacy Surveys, Interview Questions, Group Interview Rubric, Individual Interview Hiring Document, & Student Hiring Rubric: https://drive.google.com/open?id=1NRVBimIPDhvwaOMNeqdQIdHsFVtVur8E