Checklist for New CA Applicants

Event/Session	Date/Time/Location	Required/ Optional
Attend <u>one</u> informational meeting	- Tuesday, November 28th (7:00-8:00 pm & 9:00-10:00 pm in SSU 240) - Thursday, November 30th (7:00-8:00 pm & 9:00-10:00 pm in RB 202) - Monday, January 22nd (7:00 - 8:00 pm, 9:00 - 10:00 pm in RB 202) - Wednesday, January 24th (7:00 - 8:00 pm, 9:00 - 10:00 pm in RB 202)	Attendance at only 1 is REQUIRED
Submit names of individuals who will be serving as references	By January 29th at 11:59 pm - Applicants will submit names of their references online **here.**	REQUIRED
Reference form completed by CA reference	Applicants will ask one current CA to serve as a reference, this CA needs to complete the reference form by January 29th at 11:59 pm **It is the candidate's responsibility to send this link to their CA reference.**	REQUIRED
Submit the google form Community Assistant Application	By January 29th at 11:59 pm - Applicants will complete the 'Community Assistant 2024-2025' application online. This will be sent to applicants after attending an informational session.	REQUIRED
Submit Certified Résumé	February 2rd, 2024 at 11:59pm ***Must meet with Career and Internship Center for certified résumé	REQUIRED
Sign up for Individual Interview Time Slot	February 5th – February 14th via the online link that will be emailed to you on January 30th.	REQUIRED
Complete Individual Interview	Interview Dates for New CA Candidates: February 5th – February 14th from 9:00 am to 4:00 pm ***More information to come** **Link to sign-up for interviews will be emailed to you on January 30th. All candidates must sign up by February 1st at 8:30am.	REQUIRED
Attend Group Process	Saturday, February 10th - 8:00 AM – 2:00 PM Dress comfortably, bring a pen or pencil and paper and a positive attitude!	REQUIRED
Decision Letters Sent	Friday, February 23rd via email	REQUIRED
Request Feedback on performance	Contact housing@siena.edu to make appointment *Any candidate who went through selection can request a meeting to get feedback!	Optional
Acceptance CA/ACA position	Monday, February 26th by 4:00 pm *Decisions will be sent out via email. **Complete and turn in last page of job description through downloaded PDF and email to housing@siena.edu **by 4:00pm**	REQUIRED
Attend 2024 – 2025 All CA Meeting	Friday, April 5th in SSU 243 from 12:30 to 1:30 pm	REQUIRED

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