

Recruitment Questionnaire

Chapter Name:

Primary Employment Committee or House Corporation Point of Contact (name, email address and phone number):

Is the house owned by the university, HC or outside company?

How many women does the house sleep?

What is the chapter total?

How many students attend the University?

How many floors are in the house (including the basement)?

Approximately how often will the house director climb the stairs each day?

Regarding the house director living quarters:

- Is this a suite?
- Is there a washer and dryer?
- Refrigerator?
- Private half or whole bath?
- Is there an outside entrance to the suite/room?
- Approximate size?
- Is there a parking spot?
- Please add any additional information about the house director accommodations that you would like us to share with potential candidates.

Do you currently have an Advisory Team Chairman (ATC) and will she be continuing for the 2018/2019 academic year?

How long has the ATC been in this role?

Does the house director manage staff? If so, how many staff in each position.

- List titles of employees paid by HC

- List titles of all independent contractors

If there is a kitchen staff, how involved is the house director with the kitchen and/or chef?

Does the Chef or house director manage the kitchen staff?

How much contact would you like to have with your house director? Frequent, sometimes, not at all?

Do you have a clearly defined scope of authority for decisions made regarding the property including spending limits?

How should the house director communicate with collegians, volunteers, and staff?

Is the ability to text important?

Will the house director be provided a laptop or desktop?

Describe the culture within the house and any issues that the new HD would need to be aware of.

Is there any type of manual that gives specifics as to your house events, vendors, calendar, house rules, contact information?

How many sororities are on this campus?

Is prior house director experience a must or would property management experience along with poise and proactive positive attitude fit the bill?

What recruiting methods and websites, if any, have you used in the past that were successful?

Are you willing to pay for relocation? If so, how much can your budget support.

What is the highest salary your budget can support?

What kinds of benefits are you offering such as cell phone, health insurance or parking? Will they be reimbursements or allowances?

Will there be any major projects planned in the coming year for the facility? Will you need the HD present or absent for them?

Is there anything else you would like us to consider when recruiting your ideal house director?