

CHAPTER ONE

THE HOUSE DIRECTOR POSITION

(Application, Interview, & Evaluation)

Finding the locations of vacancies for house director positions can be challenging. In a few instances, the job may come to you when a friend, co-worker, or family member knows of a position and encourages you to apply. Sometimes networking with other house directors is the best approach. There are several other resources that may be very helpful.

There are two placement services for house directors:

AFLV CAREER CENTER

The newest job search service is the AFLV Career Center! This web-based service has been established to help connect house directors through the process of posting openings and/or resumes. The links guide employers, recruiters, and job-seekers.

House directors can post their resumes online. Whether you're actively or passively seeking work, your online resume is your ticket to great job offers! Access the newest and freshest jobs available to professionals seeking employment. The personal job-seeker account will allow you to find jobs, manage your resume, and set up job alerts. Employers can check out resumes and, regardless of staffing needs or budget, find interesting candidates. You can visit the website at http://www.jobtarget.com/home/index.cfm?site_id=2644.

Another option is to contact the campus fraternity/sorority advisor at universities in which you might be interested. He/she can usually provide a list of open positions and the necessary contact information. In some instances, the university office may serve as the collecting point for applications and resumes. Or, you could choose to send your resume and cover letter to the sorority or fraternity headquarters. Some headquarters are very interested in the search process and others may have little or no involvement at all.

GREEK HOUSE RESOURCE

Greek House Resource located at P.O. Box 195, Wimberly, Texas 78676. This placement service is run by Barbara Gray and Charlotte Sands-Malu. Their phone number is (512) 847-1668 and their e-mail address is greekhs@sbcglobal.net. Their web site is www.greekhouse.net. Greek House Resource works very much like a traditional placement service. House corporations, chapters, and others can list openings and for a fee utilize the services in finding a house director(s) to interview. House director applicants can pay a very small fee to register their resume. The fee pays for reference checks and other administrative matters that make it possible for the candidate to be recommended by Greek House Resource.

HOW TO WRITE YOUR RESUME

The following information should be used as a formatting guideline for your resume, but not as the final word. Friends, family members, and former employers are good people to have critique your resume, as they are able to tell you if you have left out something significant.

Identifying Information

Your name, address, telephone number(s), fax number, and e-mail address should be placed in a prominent position, usually at the top of the resume.

Objective

You can include a statement describing your career goal or job target, but this is not appropriate for all resumes. Oftentimes, a cover letter may be a better way to state your objective in seeking a particular type of employment.

Education

Include all undergraduate and graduate study as well as foreign study or special academic programs. Degree, institutions and their locations, dates graduated or dates attended, and major and minor fields of study should be included.

Experience

List full-time and part-time jobs, as well as volunteer work, internships, and other career-related experiences. State the titles you held and the names of the organizations and describe the experiences in active, skills-oriented terms. Whenever possible, mention specific accomplishments. The appropriate way of presenting this information is in reverse chronological order. You also can group related experiences together under special titles, such as Counseling Experience, Computer Experience, or Business Experience.

Community Activities

Provide the names of organizations and, if appropriate, offices held, accomplishments, and special projects. The description of activities in organizations should make potential employers aware of your skills. If your activities associated with a club or community organization are directly related to the job you want, describe them under an "Experience" heading. Whether you received payment for your contributions of time and energy should not determine where you describe it on your resume. The nature of your responsibilities and their relationship to your career goals should be the deciding factors.

Special Categories

Almost anything can be treated as a special category on a resume. Presenting information under its own heading is a good way of highlighting it. The following categories are the most common: Skills, Qualifications, Languages, and Computer Skills. Other special headings might include Supervisory Experience, Finance Background, Teaching Activities, or Travel and International Experience. You can use such special categories to support your objective and

to project a sense of direction to employers.

Personal Data

Personal data, such as height, weight, date and place of birth, and marital status should NOT be included in the cover letter or the resume. Nor should there be questions asked on these topics during either a telephone or on-site interview. Photos should also NOT be a part of the process.

References

The names of references can be given along with their professional titles, addresses, phone numbers, and e-mail addresses if those involved have given you permission to use this information. "References available upon request" also may be added to the end of the resume, but since employers will request them if they are needed, the phrase is superfluous and may be omitted to save space. It is a good idea to develop several lists of references, printed on separate sheets, for different job targets. Then a reference sheet is easily enclosed with your resume, making it easier for the prospective employer to follow through if he/she is interested.

Cover Letters

These are the means by which you communicate directly to employers your goals and qualifications for specific positions. A poorly written cover letter will devalue even the best resume, so never underestimate the power of first impressions. Everything a potential employer receives from you must project professionalism and your power to perform.

Sample Resume

Name
Street Address
City, State, Zip
Phone Number(s)
E-mail Address

PROFESSIONAL EXPERIENCE

House Director

August 2009 - present
Alpha Alpha Alpha, American University,
State

City,

- Supervised kitchen staff, food service, property maintenance, and accounting for 70-member sorority.
- Ensured cost-effective management procedures.
- Interacted with campus security, city police, and fire departments.
- Mediated conflicts among staff and students.
- Developed detailed job descriptions for kitchen and housekeeping staff.
- Consulted with engineer on installation of new security system.
- Facilitated repair of fire-alarm system, resulting in savings of more than \$5,000.

Administrative Assistant

September 2002 - July 2008
Thompson and Thompson Law Office

- Researched specific case law
- Managed \$300,000 budget
- Supervised four law clerks
- Performed all routine clerical tasks

EDUCATION

B. A. in English
Kansas State University, 1960

Certificate in Small Business
Development and Administration
Hutchinson Community College, 1959

COMMUNITY ACTIVITIES

USD #378 School Board
4-H Community Leader
Volunteer for Flint Hills Breadbasket
Sunday School Teacher

REFERENCES

References available upon request
or
References listed separately
(be sure your name is on the page)

THE JOB APPLICATIONS

One method some businesses use to screen those seeking jobs is the application. This one-to four-page form provided by the employer includes questions about your past experiences. The purpose of the application is to provide a summary of your work history and skills. If possible, fill out the applications before you go for an interview. You may be called for an interview and asked to complete the application on-site.

Applications may be available online. Be prepared to complete the form online or to print the application in order to complete it.

To ensure that you will look your best on an application, use these hints:

- Print all information neatly. Only your signature should be written.
- Use a black or a blue ink pen (be sure you take a comfortable black ink pen with you).
- Take a copy of your resume with you to the interview.
- Be prepared. Have with you a sheet of dates, names, and addresses of previous employers, schools attended, references, etc. This information should also be on the resume.
- Do not misspell any words on the application. Take along a sheet of words that you may want to use.
- Fill in all blanks. If the question does not apply to you or you do not have an answer, write "NA" (not applicable) in the blank.
- Give yourself credit for all of your "jobs." For example, self-employed farmers and farm wives have had many different job responsibilities. Farmers keep records and thus can be considered accountants. Farmers decide what to plant, how much to plant, and what to do

with the harvest, etc., and so they are managers. The list of comparisons is endless: farmers can be construction workers, animal caretakers, heavy equipment operators, soil technicians, etc. Expand about yourself on the application. The employer may not recognize or understand all of your experience if you say only "Homemaker – 20 years." Use words and terms that describe skills and will help demonstrate your experience.

- If you have been a full-time homemaker or worked on a farm, you have a vast number of skills and experience applicable to a position as a house director. It is thus important that you utilize employable language in transitioning your experience from farm to house director. Organizing an office and juggling a family schedule are a lot alike. Running errands and getting home with the right tractor part shows experience in following directions and taking orders. Keeping farm records and balancing financial accounts are accounting and bookkeeping. Feeding a large family and a harvest crew is menu planning and food preparation. Give yourself credit for all the skills you possess, and then sell yourself on your application.
- Prepare yourself to answer financial questions. You may be asked about your previous employment salary and expected starting salary for this new position. Be prepared to give an estimate of your previous or present salary. Even if you have operated at a loss, you can still come up with a living expense estimate. Keep the figure realistic—neither too high nor too low. You also will be asked what salary you desire. If at all possible, you should have an idea of what the starting salary is on that particular campus or on similar campuses. You should write "negotiable" or "willing to discuss" when asked about salary. Be careful not to limit yourself with an answer that is too high or too low.
- Questions you should be prepared to answer may concern reasons why you have left your previous employer. No matter what your situation, the negative aspects should never show on an application for new employment. A potential employer will avoid hiring people in crisis situations or those who speak negatively about others. Be prepared to provide a brief, professional response.
- Remember your appearance when asking for and completing an application. Show your interest in the position by presenting yourself as neatly and professionally as possible.

SAMPLE APPLICATION
SORORITY OR FRATERNITY HOUSE DIRECTOR

NAME

First Middle Last

CURRENT ADDRESS

Street or P.O. Box Number

CITY STATE ZIP

TELEPHONE CELL PHONE

(Include Area Code)

E-MAIL

FAX number

If the above address is temporary, please give the date it will expire, and provide your permanent address below.

EXPIRATION DATE

PERMANENT ADDRESS

Street or P.O. Box Number

CITY STATE ZIP

TELEPHONE CELL PHONE

(Include Area Code)

E-MAIL

FAX number

EMERGENCY NOTIFICATION

NAME

First Last

ADDRESS

Street or P.O. Box Number

CITY STATE ZIP

TELEPHONE CELL PHONE

(Include Area Code)

RELATIONSHIP

EDUCATIONAL & PERSONAL EXPERIENCE

Circle the last year of school you completed High School 1 2 3 4

College 1 2 3 4

College(s) Attended

Degree(s) Received and Date(s)

How familiar are you with university life and activities? Very Somewhat Not Very

How did you gain this familiarity?

What are your interests and hobbies?

Describe any volunteer activities relevant to this position (e.g. church, community organizations, etc.). Include responsibilities and offices held.

Are you a member of a social fraternity or sorority? Yes No

If yes, please list the name of the organization

Briefly explain any work with you have done with young people, such as scouting, camp counseling, etc.

What experience have you had in food preparation, menu planning, kitchen management, budgeting, supervising staff, or accounting?

Do you own a pet? Do you expect to bring the pet to the position?

Do you have a valid driver's license? Do you own a car?

Do you smoke?

OCCUPATIONAL INFORMATION

List all positions which you have held, beginning with the most recent. Please give addresses, including city and state, and the approximate dates of your employment.

Position	Location	Dates Employed
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Summarize briefly the duties of your most responsible position or the one most closely related to the house director position.

Discuss briefly your reasons for applying for this position.

What do you feel would be your greatest contribution to a group of college students?

The position requires some lifting and the ability to climb stairs. Do you have any health conditions that would interfere with your carrying out the responsibilities of this position? Please describe.

Please indicate your first and second choice Sorority Fraternity

When would you be available for employment?

SAMPLE APPLICATION SORORITY OR FRATERNITY HOUSE DIRECTOR

REFERENCES

Please list the names, titles, complete addresses, email addresses, and phone numbers of at least three people from whom we may obtain recommendations regarding your character, experience, and abilities. Include at least one recent employer, if applicable.

- 1.
- 2.
- 3.
- 4.
- 5.

INSTRUCTIONS

The completed application should be returned to the campus fraternity/sorority life office. It will be shared with the individual fraternity/sorority selection committees; they will make the final employment decisions and/or recommendations to their chapters. If you have questions, please call or e-mail the campus fraternity/sorority life advisor at their listed phone number or email address.

QUESTIONS & ANSWERS

Here are some sample questions you may be asked during a telephone or in-person interview. Be prepared to answer these questions before the interview.

Why do you want this job?

I enjoy working with young people and I believe I have strong skills that fit the needs of your organization. The job requirements you have described would not only challenge me but would also provide me with the type of environment that I would really enjoy being involved with.

Why are you leaving your current position?

I have been in the position for three years and there is no possibility of advancement and I enjoy being challenged.

What experiences do you have that make you qualified for this job?

My experience as a full-time homemaker has given me the opportunity to organize the schedule for my family of five. I juggle schedules around 4-H, school, sports, and social activities. This experience in organization, combined with my accounting and computer skills, helps me feel confident in applying for this position.

Other questions that may be asked include:

- What do you know about college life?
- Are you familiar with Greek organizations?
- What will you contribute to this chapter?
- What are your strengths and weaknesses?
- Why should we hire you over other applicants?
- What experiences do you have that make you qualified for this job?

MORE QUESTIONS AND ANSWERS

You must go to the interview well prepared with questions to ask the potential employer:

Ask if they have a written job description for the position. *You might have received this in advance of the interview in which case you can ask for clarifications. If you do not have a copy until after the interview, ask if you can call with questions. It is much better to have a clear written job description in advance of accepting a position so that you have a clear understanding of what is expected.*

In the ideal situation, how would you describe the skills and qualities of the person filling this position? *The employer should be able to provide a clear response to the questions and the skills listed first are likely to be those most important to them.*

What is the most significant problem or concern related to the position that you have for the chapter at this time? *Hopefully they have a clear understanding of the needs of their house and the best ways to address problems and concerns. They should be able to articulate some general concerns that will give you a good understanding of the situation.*

Do you have a short term and long term plan for the management of the house and what can you tell me about your goals? *Again, a clear, articulate response is a good sign that your potential employers know what they are doing and are committed to making the house a good living environment for the residents.*

Does the house director meet on a regular basis with the house corporation board? Does he/she attend chapter house meetings on a regular basis? *The response will give you good information about the support you will get during the year from the house corporation.*

How involved in the policy making and enforcement of policies is the house director? *The response to this question should give you a great deal of information about the role you may or may not want to play in living and working with the chapter members.*

What sort of benefits and support do you routinely provide for the house director? *Ideally, the answer will include information about significant benefits: health benefits, professional development, sick leave, vacation, etc.*

THE INTERVIEW

The interview is the procedure employers use to meet candidates and discuss qualifications. It is also an opportunity to observe the personality of the candidate and determine how the candidate will fit into their organization. The impression you make at the interview is very important.

Each interview will differ in procedure; however, most interviews follow a basic pattern. In order to be prepared to create a positive impression, follow these steps:

- Learn as much as possible about the organization, campus, and chapter. Utilize their websites, the campus fraternity/sorority advisor's office, the council's website, and any other resources that are available.
- If you must travel to the interview, travel in professional attire. You may be met by the employer and taken to lunch or dinner with members of the search committee. They will be evaluating you during the meal. Do not drink alcohol, use your best manners, and be mindful of the conversation topics.
- Arrive 5 to 10 minutes before your scheduled formal interview time.
- Greet the group with a warm, friendly smile and a handshake. Introduce yourself and then relax! Be calm and speak slowly. Pretend you are hosting a group of guests visiting the chapter house.
- Be enthusiastic and confident! The better you prepare in advance, the easier it will be to accomplish this goal.
- Answer the interviewers' questions with more than "yes" or "no." Use the opportunity to tell them about accomplishments that relate to the new position. Tell the interviewer your good qualities; for example, include your ability to work hard and complete a task. If you do not tell them, they will not know. Also show that you are willing to learn. While you may not have the exact skill, a willingness to learn can get you the job.
- Ask questions of the employer; this shows interest in the group. However, your first question should not be about salary or benefits.
- Keep the interview positive. Avoid telling the interviewer how tough times are, how badly you need the job, or anything negative about colleagues or previous employers.
- When the interview is almost finished, wrap it up by reinforcing your good qualities. Let the interviewer know you appreciated the opportunity and that if you are selected, you will do your best to work with them to accomplish their goals and do a good job.
- Ask when you can expect to hear about their decision. Follow up with a call if you do not hear.

- After the interview, send a note and thank the committee for the opportunity to meet with them. Reiterate your interest in the position.

The purpose of an interview is to let the employer get to know you and for you to get to know the employer. The conversation, questions, and answers let you get to know each other, so be yourself and make sure it is your best self.

Carefully choose what to wear to your interview. The general rule is to wear slightly nicer clothing to the interview than what you will wear if you get the job. For example, if you know that house directors usually wear dresses or slacks, women should wear a professional dress or suit. If men wear slacks and shirt on the job, a suit and tie are in order. Most important in choosing what to wear is to be neat and clean. Clothes should be in current fashion. Your appearance tells much about you. Make sure your appearance tells the employer you are neat, care about yourself, and pay attention to detail.

BEFORE ACCEPTING A CONTRACT... know the answers to the following questions:

- Do you have the authority to sign contracts?
- Who pays for liability insurance?
- How many months is the contract?
- What are the specifics regarding vacation and days off (with or without pay)?
- Who hires and fires the staff?
- Who evaluates the staff?
- Are you allowed to work or volunteer outside of chapter responsibilities?
- Is there a “hold harmless” clause in your contract?
- Is a 40-hour week specified in the contract?
- Are the number of sick days specified in the contract?
- Do you have a written job description?
- Who evaluates your performance?
- How often is the evaluation done?
- If a substitute house director is required, who hires and pays?
- Who do you report to (and if that person is unavailable, then who)?
- When you observe a chapter or individual problem, what is expected of you?

BENEFITS, PERKS AND PEACE OF MIND

House director salaries are notoriously low, and in some cases, house directors are limited in the amount of salary that can be earned without affecting social security and other sources of income. Remember that room and board is a valuable part of the whole package.

When negotiating a contract, consider asking for the following benefits in addition to the cash stipend:

- parking space and/or a campus parking permit
- moving expenses (clarify the amount)

- two season tickets to cultural or sports activities
- car allowance (perhaps in the form of a credit card with airline miles)
- car insurance
- reimbursement for car expenses (55 cents per mile is the IRS rate from 2009)
- subscriptions to local newspapers, favorite magazines, etc.
- cable or satellite TV (with a TV Guide subscription)
- membership at the campus or community sports or recreation center
- coupons or discounts for local restaurants
- free bed and breakfast accommodations if you are asked to leave the house during initiation
- tuition for university classes
- cell phone
- computer (including appropriate programs)
- airline vouchers or points for free travel
- professional development fund each year for travel, hotel, registration and a per diem
 - * Some headquarters sponsor an annual house director training and the Association of Fraternal Leadership and Values has sponsored the annual National House Director Conference for almost 20 years. The AFLV Conference is a four day professional develop opportunity held in different locations throughout the country.
- salary in 12-month installments even though the contract may be for only nine or ten months
- ability to live rent-free in the chapter house during the summer months
- medical insurance and/or life insurance

HOUSE DIRECTOR CONTRACT SAMPLE – FOR CONSIDERATION ONLY

THIS AGREEMENT, made this day of _____, 20____, between _____, a corporation organized and existing under the laws of the State of Kansas, and _____, undergraduate chapter hereinafter referred to as "fraternity," parties of the first part, and _____, hereinafter referred to as "house director," party of the second part, WITNESSETH THAT:

1. Fraternity hereby employs house director for the period _____, 20____, to, _____, 20____, for a total of dollars (\$ _____), payable in equal installments of \$ _____ on the day of each month of the period hereof.
2. This agreement may be terminated by either party hereto upon ninety (90) days notice in writing by the party desiring to terminate the contract to the other party; provided, however, that the house director may be released from this agreement in the event of illness or other circumstances beyond his/her control with the consent of the fraternity without giving said ninety (90) days notice.

3. During the period of this agreement, the house director will perform all the duties usual and customary to such a position as outlined herein and such other duties as may be agreed upon from time to time between fraternity and house director. The house director shall:

- A. Purchase food and supplies for the operation of the fraternity's kitchen to provide twenty meals per week;
- B. Purchase such food and supplies within the budget restrictions adopted by the fraternity and through such sources as are approved by the fraternity;
- C. Supervise and have control of the operation of the kitchen and dining room and other employees working in the fraternity kitchen and dining room in cooperation with the officer or committee appointed by the fraternity for liaison purposes;
- D. Supervise and have control of the house including housekeeping staff;
- E. Have the authority to contact and employ a handy person, equipment repair people, lawn service, and other providers;
- F. Maintain and manage the kitchen and house operations within the provided budget;
- G. Be the official host/hostess for the fraternity in the operation of a fraternity house in (city/state), and maintain him/herself in a pleasing and professional appearance;
- H. Reside in the fraternity house during the period of this agreement and preside in the dining room at lunch and dinner;
- I. Encourage good health practices and sanitary standards throughout the fraternity house;
- J. Work with, advise, and assist appropriate officers to develop and maintain an atmosphere which is conducive to study, guide in good social training for all members, and assist in the planning of social activities participated in or sponsored by the fraternity.

(Duties and expectations should be outlined in advance if the house director is allowed to remain in the house for the summer.)

4. The fraternity shall:

- A. Seek the advice and counsel of house director by participating in regularly scheduled meetings between house director and selected officers of the fraternity each week during the regular school term;

B. Pay all bills and provide accounting services necessary for the operation of the kitchen and dining room and regularly report to the house director concerning financial transactions of the kitchen and dining room in relation to the budget;

C. Provide the house director with a private, furnished apartment in the fraternity house for the period of this agreement;

D. Provide the house director's meals during the days meals are prepared in the fraternity kitchen which shall be identical to the days (name) University is officially open for classes during the period of this agreement;

E. Provide two daily newspapers selected by the house director;

F. Provide private telephone service for local calls;

G. Provide two admission tickets to sports and cultural events not to exceed dollars (\$) during the period of this agreement;

H. Permit house director to be away from the fraternity house overnight at least two weekends (Friday to Sunday) per month when major social activities are not scheduled or guests are not anticipated at the fraternity house, and such other weekends or overnight periods of time as are mutually determined by the house director and the president of the fraternity;

I. Reimburse the house director monthly for expenses incurred in the performance of his/her duties such as the operation of an automobile, official entertainment, long distance telephone calls, laundry and dry cleaning, personal food items, and furnishings and appliances for his/her apartment. Such reimbursement shall not exceed dollars (\$) per month during the period of this agreement.

5. All parties agree that the house director's duties as outlined in paragraph 3 hereof will require no more than approximately 40 hours per week during the period of this agreement.

6. With the consent of the house director, he/she may be re-employed by the fraternity for the school year succeeding that covered by this agreement, provided notice shall have been given to him/her at least thirty (30), sixty (60), or ninety (90) days prior to the expiration of the period hereof.

7. The fraternity shall pay necessary hotel and meals incurred by the house director at such times that he/she may be required by the fraternity to be away from the fraternity house because of fraternity activities related to ritual work.

8. The house director will earn one day's paid sick leave for each month employed under this agreement, which may not accumulate to more than ten.

9. This agreement shall be effective only after the campus fraternity/sorority advisor for Fraternity/Sorority Life at (name) University has acknowledged receipt of a copy upon the original hereof.

For the Alumni/ae Corporation
President, Fraternity Chapter
House Director

Receipt of a copy of this contract
is hereby acknowledged by:

(name) University

INDEMNIFICATION AND HOLD HARMLESS CLAUSE

The fraternity (or sorority or house corporation) hereby covenants and agrees to indemnify and hold house director harmless against and in respect of any claims, demands, damages, or causes of action of any kind or nature which arise or which may arise out of fraternity activities. The fraternity also covenants and agrees to indemnify and hold house director harmless from all liability, actions, suits, proceedings, assessments, judgments, and reasonable and necessary costs and expenses, including all attorney fees incident to any of the foregoing. This indemnification and hold harmless provision is intended to protect the house director from any responsibility or expense which may result from fraternity activities whether or not the house director attends the activity. The fraternity, in order to effectuate this provision, agrees to obtain a liability insurance policy in which the house director is named as an insured, or co-insured, with the fraternity, regarding fraternity activities as set forth above.

HOUSE DIRECTOR EVALUATION SAMPLE

HOUSE DIRECTOR EVALUATION

House Director _____ date _____

Instructions

Please rate the house director on all the listed characteristics by circling the appropriate number of the scale beside each characteristic (use a whole number—do not check between numbers). In the space provided below each characteristic, it would be helpful for you to add brief comments or give examples on any item marked “rarely” or “never.” This information will be tabulated and reviewed confidentially with the house director in conference with the housing corporation officer and chapter officer.

How well do you know your house director?

Very Well Well Not At All

The house director in my chapter: ALWAYS ALMOST ALWAYS USUALLY RARELY NEVER

1. Seems to know the students in the chapter by name and some relevant

information about each one. 5 4 3 2 1

2. Is consistent in treatment of all students; does not display favoritism; does not reflect biases in services to chapter. 5 4 3 2 1

3. Accepts each student as an individual. 5 4 3 2 1

4. Understands university/fraternity viewpoints; is able to interpret university policy for students. 5 4 3 2 1

5. Understands university/fraternity viewpoints:

6. Is able to be firm when needed; able to say "no" at appropriate times. 5 4 3 2 1

7. Is well-groomed; dresses appropriately for the occasion. 5 4 3 2 1

8. Meets unusual and difficult situations calmly and with good judgment; does not consistently over-react. 5 4 3 2 1

9. Is tactful; displays ability to say the right things at the right time. 5 4 3 2 1

10. Offers constructive, valuable ideas and suggestions concerning the group and its programs. 5 4 3 2 1

The house director in my chapter: ALWAYS ALMOST ALWAYS USUALLY RARELY NEVER

11. Displays initiative; goes ahead on his/her own when appropriate. 5 4 3 2 1

12. Displays too much initiative; goes ahead when not appropriate. 5 4 3 2 1

13. Conscientious; dependable. 5 4 3 2 1
14. Fulfills assigned duties responsibly; is on time with reports and other responsibilities. 5 4 3 2 1
15. Is able to refer; recognizes when it is no longer appropriate to handle a situation personally. 5 4 3 2 1
17. Is able to talk with students and listen to students talk about things in general; is approachable. 5 4 3 2 1
18. Helps create open, honest and frequent communication between the chapter advisor and undergraduates. 5 4 3 2 1
19. Has a sense of humor and is able to look at the brighter side of things. 5 4 3 2 1
20. Sets a good example for students to follow (e.g. manners). 5 4 3 2 1
21. Complains. 5 4 3 2 1
22. Is on top of things and knows what is happening within the group. 5 4 3 2 1
23. Is able to keep confidences; does not gossip with residents or other house directors. 5 4 3 2 1
24. Is available; is there when needed. 5 4 3 2 1
25. Seems interested personally in me and my group, but is not pushy. 5 4 3 2 1
25. Gets along well with other staff (cooks, servers, alumni/ae, and advisors). 5 4 3 2 1

HOUSE DIRECTOR EVALUATION

SAMPLE

The house director in my chapter: ALWAYS ALMOST ALWAYS USUALLY RARELY NEVER

26. Has a quieting effect on boisterous and gross behavior by being present. 5 4 3 2 1

27. Meets students' needs in meal management, recognizing budgetary limitations. 5 4 3 2 1

28. Gives students opportunities for input into meal planning. 5 4 3 2 1

29. Understands the relationship of alumni/ae and students; knows his/her "place." 5 4 3 2 1

SUPERIOR VERY GOOD GOOD FAIR POOR

30. Relationship with other members 5 4 3 2 1

31. Is in good health; no health problems 5 4 3 2 1

32. Overall rating of house director's performance. 5 4 3 2 1

Please use the back of this evaluation to write a brief statement of your general impression of the house director's job performance. Include any suggestions for improvements that might be needed.

THANKS for completing this evaluation!

SECRETS OF PERSONAL SUCCESS

By Dr. Norman Vincent Peale (at age 89)

If you've ever doubted the power of positive thinking, take a look at Dr. Norman Vincent Peale, a member of Phi Gamma Delta Fraternity. At the age of 89, he continued to maintain a schedule that would exhaust most 20-year-olds. He radiated good health and was sharp of mind and of wit. Yet his "recipe for living" was really quite simple—always maintain a positive

attitude about yourself and those around you. In addition, he offered the following rules for successful living.

Continually tell yourself you can do anything you want. Each of us is born with a little extra hidden potential that I call “the plus factor.” If you believe in yourself and in your abilities, your plus factor will automatically shine through, allowing you to accomplish whatever you wish. But if negative attitudes dominate your thinking, your plus factor will be stifled...and so will your abilities.

When self-doubt creeps up on you, slap it down. Many prominent people have an uneasy feeling that they don't have what it takes. In spite of their obvious successes, they are still occasionally gripped with self-doubt. For example, every time I go on stage to deliver a speech, I find myself worrying that my speech isn't as good as another speaker's was. But instead of letting self-doubt overtake me, I tell it to “get down.” Then I say aloud to myself, “I know I can do it. I am somebody. I believe in myself.”

Work toward your goals one step at a time, always moving forward. It's hard to go from being a nobody to being a somebody in one big jump. But if you accomplish a little each day, you'll reach your ultimate goal before you know it.

Gravitate toward people who believe in you, and avoid those who put you down. When others have faith in you, you are more likely to believe in yourself. For example, a woman wrote to me about her son, who as a child accepted a dare to drop a lighted match into a tank of gasoline. He lost most of his face and both of his hands. Her husband was so devastated that he died. But she bravely faced her son's disabilities and told him he could overcome them. Today he is a professor at a prominent university...all because someone believed in him.

Find out what you do best, and stick with it. I found out long ago that the thing I could do best was to make a simple speech—and I mean simple. So that is what I have continued to do all my life. Many people try to be something they're not...and fail completely. If you're doing what you do best, you're guaranteed to be happy. For example, a man who owned a successful manufacturing company came to me complaining that his son was destined to be a failure. When pressed for details, he said he'd trained his son to take over the family business, but the boy wanted to study music instead. I pointed out that if his son were forced to take over the business, he would surely fail, but if allowed to pursue music, he would most likely succeed—and he did.

Delight in your work without feeling guilty. Work has somehow become a dirty word in our society. Yet most voluntary workaholics are happily doing what they want to do when they want to do it. I love working and am not ashamed to admit it. It's what keeps me healthy and energetic. So wake up in the morning and thank the Lord you have a job. Then go to your place of business with anticipation and delight.

Never try to solve a problem by reacting emotionally. It can't be done. Instead, think coolly, objectively, and intellectually. The less emotional your thoughts, the better your solution.

Think of everyone you meet as a good person unless you find out otherwise. If a new acquaintance immediately rubs you the wrong way, he is most likely reacting to an upsetting personal situation, not to you. Give him another chance before writing him off.

Love every single human being, lovable or not. If you have good feelings about people and let them know it, your goodwill will wash back over you. For example, a Hollywood character actor had been very successful, but then he suffered an unlucky streak where he just couldn't find a job. Finally, he got a small part in a play, delivering a few humorous lines. While waiting to go on, he spotted a rather glum-looking man in the audience. He decided to give his part all he had to make the man laugh. Result: he not only made the man laugh, he got the whole audience's attention...and inspired by the feat, he eventually regained his popularity.

ARE YOU READY TO TRY SOMETHING NEW?

Age isn't always a factor in your success or failure. Consider these examples:

- Actor George Burns won his first Oscar at age 80.
- Golda Meir was 71 when she became prime minister of Israel.
- At age 96, playwright George Bernard Shaw broke his leg when he fell out of a tree he was trimming in his backyard.
- Painter Grandma Moses didn't start painting until she was 80 years old. She completed over 1,500 paintings after that; 25 percent of those were produced when she was past 100.
- Michelangelo was 71 when he painted the Sistine Chapel.
- Physician and humanitarian Albert Schweitzer was still performing operations in his African hospital at 89.
- Doc Counsilman, at 58, became the oldest person ever to swim the English Channel.
- S. I. Hayakawa retired as president of San Francisco State University at 70, then was elected to the U.S. Senate.
- Casey Stengel didn't retire from managing the New York Mets until he was 75.