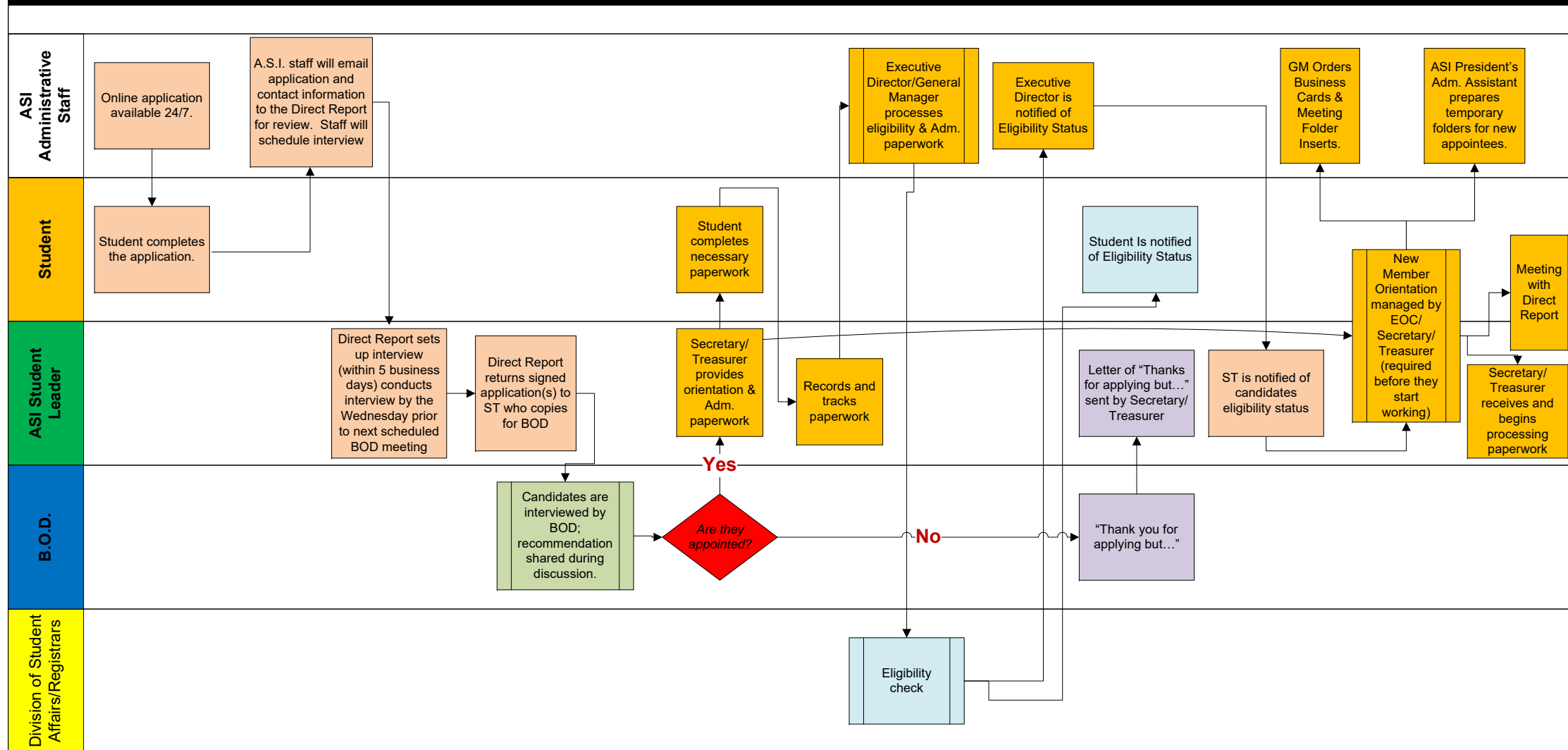


## A.S.I. Appointment & Interview Process Mapping Updated: June 2017



**The Secretary/Treasurer will oversee accountability and quality control of the appointment & interview process. She/he will coordinate the delivery of interview paperwork, rating sheet(s), & interview questions to the Direct Report conducting the interview(s). In addition to the above the Secretary/Treasurer will:**

- Copy the application(s) provided by the A.S.I. Staff and delivered to the appropriate Direct Report.
- The Secretary/Treasurer will work with each Direct Report to ensure interviews are conducted in a timely fashion at least by noon the Wednesday prior to the next BOD meeting.
- Once appointed and eligibility is determined, the Secretary/Treasurer and Election and Orientation Commissioner will coordinate the New Member Orientation in collaboration with A.S.I. Staff (ie. Business cards, A.S.I. e-mails, web site picture and bio, office tour, office hours, contact list, folder creation and updates, etc.)
- Create the "Thanks for applying but..." letter facilitate the candidates options for continued involvement in A.S.I.
- Track and create a semester report that shares the total number of applicants, appointments, and A.S.I. success in getting students involved in A.S.I.

# A.S.I. Appointment & Interview Process Mapping Updated: June 2017

