

Student Publications Application cont.

Advertising managers, Collegian editor in chief, Royal Purple editor in chief and Royal Purple staff applicants are required to complete the information on this page of the application form.

Application checklist

Complete and submit to Student Publications, 103 Kedzie Hall, Manhattan, KS 66506:

- Application form
- Essay
- 3 reference letters
 - 1 personal
 - 2 professional
- 2-3 samples of work

Application form is on the first page.

Essay

A one- to two-page essay is required. (Manager and EIC applicants: if you are invited to interview, you will have two minutes to give a presentation that highlights and details the subjects discussed in your essay.) The essay should fully address the following:

- How much time per week will you be able to devote to the job?
- List your target improvements. How will you implement those improvements?
- What changes would you make on the publication? How would you do it?
- What are your three main goals? Please consider anything from staff management to production.
- Why do you deserve the job?
- Why do you want the job?

References

Three reference letters are required, two professional (professional, adviser, co-worker or supervisor) and one personal (someone who knows the applicant beyond a professional setting). Please use the form on the right. The reference letters should be returned signed and sealed to Student Publications, Application Reference, 103 Kedzie Hall, Manhattan, KS 66506.

Samples (Advertising managers are exempt from this requirement)

Two to three samples must be included that display your journalistic abilities.

LETTER OF REFERENCE FORM: (to be copied and submitted with each reference letter)

SECTION 1: (to be completed by the applicant)

Name	Position for which you are applying
Signature	Date

SECTION 2: (to be completed by reference)

Name (please print)	Title/position		
Relationship to applicant	How long have you known the applicant?		
Address	City	State	ZIP
Home phone number	Work phone number	E-mail address	
Signature	Date		

We appreciate your willingness to serve as a reference. We ask that you answer the following questions to the best of your knowledge in a reference letter attached to this form.

- Please explain your relationship with the applicant.
- How does the applicant deal with conflict?
- Please assess the applicant's leadership capabilities.
- How does the applicant deal with stress?
- How does the applicant work with people?
- How would you describe the applicant's strengths in terms of knowledge, attitudes and skills?
- How would you describe the applicant's liabilities and opportunities for improvement in terms of knowledge, attitudes and skills?
- Would you hire this applicant for the job? Why or why not?
- Please include any other comments you think would assist in the hiring process.

OVERALL RECOMMENDATION: (please circle one)

Highly recommend Recommend Recommend with reservations Do not recommend

Thank you for serving as a reference. Your comments may be shared with the applicant during the interview process. This reference will be destroyed when it is no longer needed for hiring. It will not become part of the student's permanent record.