


**PREVIEW  
GUIDE JOB  
INFORMATION  
SESSION**

What is Preview?



**Preview is the mandatory two day in-person orientation for incoming Freshmen.**

### **WHEN IS PREVIEW?**

Preview runs from the beginning of June to mid-July. We typically have 23 2-day sessions of Preview.

### **WHO COMES TO PREVIEW?**


All incoming Freshmen plus any guests they would like to bring with them (parents, grandparents, siblings, mentors, etc.).

### **WHERE DOES PREVIEW TAKE PLACE?**

Preview takes place all across the campus- the Bone, Schroder Hall, CPA, State Farm Hall of Business, and Tri-towers to name a few. Students will get to see all areas of campus during Preview!

### **WHY DO STUDENTS COME TO PREVIEW?**

Students will register for classes and get their ID's, but just as importantly they will make connections to campus and other students that will help ISU feel more like home in the fall!



# What will students do during Preview?

Students and their guests will:

- Meet with an advisor to plan out and register for fall classes
- Meet with their academic department
- Meet other incoming freshmen students
- Get familiar with campus
- Participate in sessions with a Preview Guide to ask questions & learn about student life
- Attend conference sessions and an expo fair to learn about various offices on campus
- Stay over night in a residence hall (optional)
- Get their Redbird ID card
- Eat in a campus dining center



What does a Preview  
Guide do?

# The main duties of a Preview Guide

## LEAD STUDENT SESSIONS

Lead small group sessions and facilitate conversations to help students learn about campus and make social connections.

## CHECK IN DUTIES

Greet students and guests as they arrive to Preview. Check them in and give them the appropriate materials and directions for the day.

## GUEST GUIDE

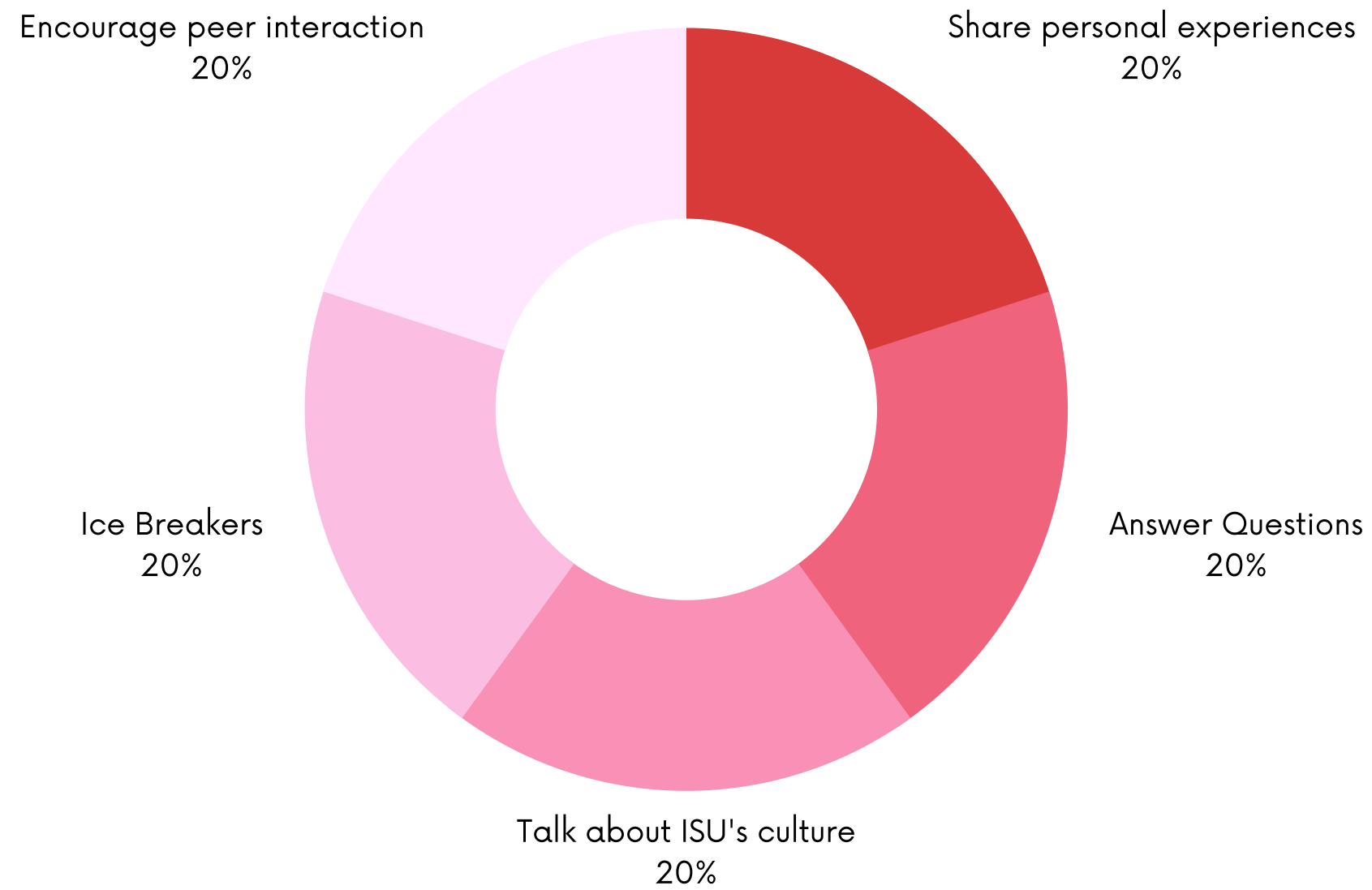
Lead the guests who are attending Preview to their sessions, make conversation and answer questions.

## OFFICE DUTIES

Work behind the scenes in the office. Duties include writing postcards to students in your groups, assisting in the main office, and doing Professional Development.

# What do Guides do with students?

Preview Guides help students prepare for campus life in a variety of ways. The focus of the Guide is to ensure each student makes a connection to campus and to other students.



"Talking to the preview guide and meeting some other students."

"I love all the ice breakers and games we played in my Preview group it helped me really connect with the other students."

"I liked the meeting with the preview guides, being able to talk to a student at ISU helped me get an idea of what the school would be like."

"I really enjoyed the group section with other incoming freshmen and a senior leader, it was very comforting to meet others in my position and hear some thoughts and experiences from someone who had already finished all these things."

"Hearing from my preview guide about their experience from a student standpoint"

"I enjoyed talking with my preview guide and getting insight from them as a student to answer all of our questions. I liked how we could hear everyone's questions answered as well because they asked about things I didn't even know about."

"My preview guide and group made the experience more personal."

## What do students enjoy about Preview?



What are the Preview  
Guide job benefits?

# Benefits of being a Preview Guide



## **FREE HOUSING, MEAL PLAN & PARKING**

All Preview Guides will have a room to themselves, a meal plan, and a parking permit provided to them for the duration of Preview.



## **PROFESSIONAL DEVELOPMENT**

Gain professional skills through regular feedback meetings, targeted PD sessions, and other opportunities.



## **HOURLY WAGE & AMPLE HOURS**

Preview Guides receive wage of at least \$13/hour and work full time during Preview.

# Other benefits

## WORK IN A GREAT ENVIRONMENT

We value positivity and strive to create a culture where everyone feels included and valued.

## CREATE CAMPUS CONNECTIONS

Create lifelong friendships and meet many faculty and staff members throughout the summer.

## IMPACT FIRST YEARS' ISU EXPERIENCE

Create a lasting impact on incoming Freshmen and help set the tone for their college career.

# Other benefits

## TRAINING PROVIDED

In training Guides learn more about campus, how to facilitate student groups, conflict resolution, time management and more.

## ISU SWAG

Uniforms are provided, as well as other items to aid Preview Guides in their job.

Who should be a Preview  
Guide?

# We are looking for students with



**DIVERSE BACKGROUNDS,  
EXPERIENCES &  
PERSONALITIES**



**DIFFERENT MAJORS &  
LEVELS OF  
INVOLVEMENT**



**COMMUNICATION  
SKILLS & TEAMWORK  
EXPERIENCE**

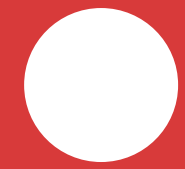


If your actions inspire others  
to dream more, learn more,  
do more and become more,  
you are a leader.

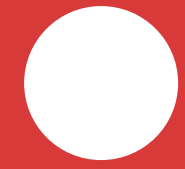
JOHN QUINCY ADAMS

What are the requirements  
to be a Preview Guide?





2.0 GPA



Ability to work longer days/full time



Inclusive attitude



Desire to welcome incoming students to ISU



Not enrolled in summer classes



What is the  
application process?

# Application & Interview dates



Applications live: January 18th-28th

1st round interviews: Feb 1st-Feb 11th

2nd round interviews: Feb 24th-Feb 17th

3rd round interviews: Feb 22nd- March 3rd

Hiring decisions: March 4th

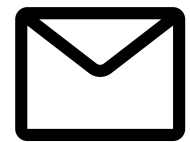
# Application notes

- Applications can be found on the HR webpage
- Must submit a resume, a cover letter and one reference
  - Approved references: teachers, professors, coaches, bosses, advisors, etc.
  - Not approved references: friend, family member, significant other, RA, RSO student leaders, etc.
- To set up interviews time, you MUST come in to our office (Fell 346) after submitting your application.

# Orientation & Training Service

## Contact Information

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[preview@ilstu.edu](mailto:preview@ilstu.edu)



309-438-8486



Fell Hall 346