ALUMNI ADMISSION NETWORK

Alumni Interview Program

2017-2018
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**TO LEARN MORE OR VOLUNTEER**

Visit alumni.emory.edu/interviewing

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Thank you for volunteering to interview Emory College of Arts and Sciences and Oxford College admission applicants! Emory University is a highly selective school, with thousands of applicants each year. Alumni interviews allow the Office of Admission the opportunity to learn more about the student than what is included in their application, aiding the office in making a decision. The alumni interviews also allow applicants the opportunity to meet someone familiar with Emory who can share their own experiences and answer questions about the university.

IMPORTANT DATES:

- Registration Deadline: October 8, 2017
- Training Deadline: October 15, 2017
- Interview Marketplace Open: October 23, 2017—January 25, 2018
- Evaluation Deadlines vary by applicant

PROGRAM OBJECTIVES:

**Selection**
The Alumni Interview Program is a valuable part of the admission process, helping admission staff select the best candidates for the next class of Emory students. Thoughts, insights, and impressions from an interview can play an important role in the review of an applicant, even if they are not admitted.

**Brand Building**
Whether a student is admitted or not, great alumni experiences help positively build the reputation of Emory University. The relationships, conversations, and interactions are often intangible to track but leave both students and their families with a great “Emory experience.”

**Yield**
In meeting students, alumni help connect students to the community, life, and outcomes of Emory University. For admitted students, these are major factors in their decisions on whether or not to attend the university.
As alumni, you are the university’s most important ambassadors in your community! Serving as an interviewer carries with it certain responsibilities. The following are details about volunteering and expectations of service.

**KNOWLEDGE REQUIREMENTS:**

All alumni interviewers should review the fact sheets and videos about student life and academic programs prior to interviewing.

**COMMUNICATIONS:**

All of the communications about the interview program will be sent to you via a city-specific email account. Please be sure to add this address to your contact list to avoid emails being routed to spam. Please read and respond to the emails within three days.

**INTERVIEWS:**

Interviewers will receive an email from their local co-chair notifying them when they may log into the interview portal to “claim” applicants to interview. Please follow these steps to set up the interview and then submit your evaluation:

1. After you receive your notification, log into the portal and select the students in your area you wish to interview.
2. Please claim one to two applicants at a time to ensure that applicants remain available for your fellow interviewers. Be mindful of evaluation deadlines and, if convenient, claim applicants with the earliest evaluation deadlines first. Applicants with the earliest deadline dates are bolded.
3. After you claim your student(s), email them within three days to arrange the interview using the provided email template.
4. Schedule the interview as soon as possible so that your feedback can be included in the admission review.
5. Interview the student in a public, mutually agreed upon place after his or her school day is over or on the weekend. Please do not interrupt the school day.
6. If a parent accompanies the student to the interview, ask that the parent allow you to speak with the student first. Following the interview, feel free to answer any questions from the parent.

7. Once the interview is over, change the status in the interview portal to “interview completed” and then complete and submit the electronic interview evaluation form, using the custom link in the applicant’s profile in the interview portal.

INTERVIEW GUIDELINES

Alumni interviews provide Emory College and Oxford College admission staff with information about candidates not found in the traditional application. Admission counselors are considering a student’s fit with Emory and/or Oxford, their potential to contribute to the student body, their maturity, and their readiness for college. Many criteria are considered in making admission decisions, an interview alone will never determine a student’s acceptance, but your insights about the student are important and valued.

CONDUCTING THE INTERVIEW:

Prior to the interview, you’ll learn the student’s name, school, academic interest, contact information, admission plan (Early Decision I, Early Decision II, or Regular Decision) and learn whether they are applying to Emory College, Oxford College, or both. Review the accompanying information about both campuses so that you may address questions about each school.

Be relaxed and conversational

As the interview begins, simply chat with the student for the first few minutes. Introduce yourself, and get to know the candidate. Some will be very nervous; try to put them at ease.

Ask the student questions

Questions to guide your conversation are included in the interviewer toolkit. These questions are
designed for you to learn more about a student, so you can gauge the student’s personal character, motivation, fit for Emory, maturity, academic readiness, intellectual curiosity, and ethical awareness. For the best-prepared students, delve deeply into their interests and experiences.

We’ll know the student’s grades and standardized test scores already. We ask that you not inquire about that type of personal information. Instead, concentrate on the student’s experiences, interests, goals, and other topics that would not be covered on the traditional application.

**Invite the students to ask you questions**
This is an opportunity to personalize the student’s college search and provide firsthand information about Emory. Share your knowledge and experience. Be upbeat and positive, and answer all questions honestly. Before the interview, think about your time at the university. Relay the Emory experiences and events that have meant the most to you.

**WHAT HAPPENS IF A STUDENT ASKS A QUESTION, AND YOU DON’T KNOW THE ANSWER?**
You are not expected to know every detail and statistic related to Emory. Refer to the Emory College and Oxford College Facts Guide for helpful information. If you don’t know an answer to a question, don’t guess. Encourage the student to contact the appropriate admission office, department, or program. This is easily done at apply.emory.edu. You may also find the information yourself and contact the student after the interview.

**ATHLETES, DEBATE PARTICIPANTS, AND MUSICIANS**
If a student happens to discuss interest in athletics, debate, or music, inquire whether they hope to participate in these activities in college. If they do, encourage them to contact Emory’s respective programs. Each program actively recruits future participants for their organizations.

If a student is a potential athlete, let Emory’s coaches handle all aspects of athletic recruitment. *NCAA regulations stipulate that alumni may not be a part of this process.* Do not accept materials to pass along to Emory’s coaching staff or talk with students, parents, or coaches about the student’s chances of playing at Emory.
DO’S OF THE INTERVIEW

- Treat each student with patience, kindness, and respect.
- Represent Emory to the very best of your ability.
- Be open and welcoming to the diversity of backgrounds, personalities, and opinions that make up the Emory and Oxford campuses and our applicant pools.

DON’TS OF THE INTERVIEW

- Don’t interview a student you know or the child of a relative, friend, or colleague.
- Don’t bring the evaluation form to the interview; instead, bring the sample interview questions.
- Don’t request or accept any application information such as test scores, grades, transcripts, school recommendations, resumes, or activity lists. Students should email any resumes and activity lists to the Office of Undergraduate Admission — you can explain to them that only admission counselors review that type of personal and confidential information.
- Don’t ask a student about another candidate for admission or comment in any way about another student.
- Don’t ask the student about the other colleges and universities he or she may be considering, and don’t make negative comments about other colleges, universities, or secondary schools.
- Don’t ask the student about political or religious beliefs. If the student chooses to discuss such topics, feel free to engage him or her in conversation, but please remain neutral to opinions that may differ from your own.
- Don’t predict a student’s success in the Emory College or Oxford College admission process.
As soon as the interview has ended, complete an interview evaluation form and submit it electronically. Concentrate on the information you may have discovered that wouldn’t necessarily be on a traditional application. Please include the student’s specific statements or actions that inspired your impressions.

Your comments about the student will be treated as confidential information, but a number of admission professionals will review your statements, and we ask that your comments exemplify civility.

IF A STUDENT YOU INTERVIEW IS ADMITTED:

If a student you interview is granted admission to Emory College or to Oxford College, you will be informed of that decision via the online interview portal in:

- Mid-December for Early Decision I applicants
- Mid-February for Early Decision II applicants
- Late March for Regular Decision applicants

We encourage you to call or email students to congratulate them. Feel free to answer any of the student’s additional questions, and encourage the student to attend Emory!