CoRPs Training Materials ’12 -’13

CoRPs Alumni Interviewing
“CoRPs” Concepts

• Purpose of the Alumni Interview
• Interview Process
• Interview Rules and Guidelines
• Sample Interview Questions
• Topics to Avoid
• Interview Reports
• Important Dates
• Additional Resources
Purpose of the Alumni Interview

#1 Help guide students through their college search process while acquainting them with Vanderbilt through your experiences as a former student and current alumnus.

#2 Get to know the student as well as possible, particularly regarding intriguing passions or intellectual pursuits.

#3 Answer questions that students may have about life at Vanderbilt and your resulting experiences as an alumnus.

#4 Highlight parts of Commodore life that may be relevant to the student’s individual background, intellectual history, and interests.

#5 Represent Vanderbilt in a positive, interesting, honest light.
Interview Process

Student becomes an official “applicant” to Vanderbilt.

Occurs through submission of the Vanderbilt Supplement or Common Application.

Email invitation sent to student notifying him/her of eligibility to request interview.

Student utilizes online interview request site.

Students search for interviewers based on location. Students send an email interview solicitation to alum.

Alumnus receives email from student and collaborates to arrange interview. KEEP THIS EMAIL! You’ll need the ID numbers to complete the interview report.

Alumnus and prospective student meet for the interview. ⚪️

Alumnus submits interview report to Vanderbilt Admissions.
Interview Rules and Guidelines

• Always meet in a public space (e.g., coffee shop, office building lobby, etc.). **NEVER meet in a private residence or individual office.**

• Set a relaxed, conversational tone. Though you will be submitting an evaluation, the interview should maintain an informal tone and remain educational in spirit, rather than evaluative.

• Stray away from “yes” or “no” questions.

• If a parent accompanies the student, politely ask the parent to sit elsewhere during the interview and offer to answer the parent’s questions after the student interaction.

• Acquaint yourself with Vanderbilt happenings. Visiting [www.vanderbilt.edu](http://www.vanderbilt.edu) or reviewing the other CoRPs training materials are good ways to get started.

• Be aware of how your tone and language may be interpreted by anxious high school students. 😊
Sample Interview Questions

• How did you hear about Vanderbilt? What made you decide to apply?
• Which of VU’s four colleges do you hope to attend? Why did you apply to that school in particular?
• If you’ve visited campus, what did you like most?
• As you think about attending Vanderbilt, what are you most excited about?
• What is your favorite book/movie/artist and why?
• What has been the most enjoyable activity for you outside of your coursework?
• What is a fun fact, activity, or interest you have that most people do not know?
• Which of your accomplishments make you most proud?
• How has your participation in an extracurricular activity helped shape who you are today?
• What’s your favorite subject and why? What new subjects would you like to pursue in college?
• What would you like to be doing in 10 years? How do you think Vanderbilt will help you achieve those goals?
• How do you see yourself contributing to the Vanderbilt community?
• What would you like the admissions office to know about you?
Topics to Avoid

• Colleges other than Vanderbilt to which the applicant may be applying.
• Whether or not Vanderbilt is the applicant’s first choice school.
• Test scores such as the SAT or ACT, class rank, or GPA. Remember, the interview is an opportunity to discover the student beyond the scores!
• Applicant’s financial situation or whether he or she will be applying for aid, other than to speak about Vanderbilt’s excellent financial aid opportunities if the student asks.

• Chance of admission. Never comment on the perceived likelihood that the student will be accepted or denied.
Interview Reports

• Interview reports are confidential – students will not be given access to the reports. We expect an honest, respectful assessment of your interaction with the student.

• Interview reports should be completed and submitted using the online CoRPs Interviewing Report Form, found [here](#).
  – Remember to enter your CoRPs Volunteer ID number as well as the Student ID number that are provided in the student’s initial interview request. **Without the appropriate numbers, we will not be able to process the student’s interview report!**

• Please write the interview report as quickly as possible after the interview, no later than two weeks after the student interaction.

• The reports are most helpful when they include information about the student that is likely not in the admissions file.
Important Dates & Deadlines

STUDENTS must submit their applications for admission by the following dates:
- Early Decision I: November 1, 2012
- Early Decision II: January 3, 2013
- Regular Decision: January 3, 2013

STUDENTS must request CoRPs alumni interviews by the following dates:
- Early Decision I: November 16, 2012
- Early Decision II: January 7, 2013
- Regular Decision: January 18, 2013

CoRPs VOLUNTEERS must submit their interview evaluations by the following dates:
- Early Decision I: December 1, 2012
- Early Decision II: January 25, 2013
- Regular Decision: February 8, 2013