Alumni Admission Network
Alumni Interview Program
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To Learn More or Volunteer

Visit www.alumni.emory.edu/interviewing

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Alumni Interview Program Overview

Thank you for volunteering to interview Emory College of Arts and Sciences and Oxford College admission applicants. The college admission process can be complicated, stressful, and at times impersonal. At highly selective schools such as Emory, every applicant competes against thousands of other students for a spot in the first-year class. For students in one of our twelve interview cities, alumni interviews allow the Office of Admission the opportunity to learn more about the student than what is included in their application. Thoughts, insights, and impressions from an interview can play a valuable role in the review of an applicant. The alumni interview also allows applicants the opportunity to meet someone familiar with Emory who can share their own experiences and answer questions about the university.

Program Description
The Alumni Interview Program is an informative and evaluative tool for the Office of Undergraduate Admission. The program is structured so that a select number of applicants are invited to interview. Alumni interviews take place in Baltimore, Boston, Chicago, Dallas-Fort Worth, Houston, Los Angeles, London, Nashville, Raleigh-Durham, San Francisco, Seattle, and Tampa Bay.

Program Objectives
- **Student Applicants** have the opportunity to ask questions about Emory, meet alumni volunteers, and augment their applications by having face-to-face time with an Emory ambassador.
- **Alumni Volunteers** act as ambassadors for Emory in their communities, provide information about Emory to applicants, share personal Emory memories, and aid in the admission selection process by providing interview feedback.
- **Communities** benefit as alumni are able to bring an Emory experience to students who may not be able to finance a visit to Emory.

Volunteer Expectations of Service
As alumni, you are the university’s most important and effective ambassadors in your community, and your connection with applicants and their families during the interview process could be a key element in recruiting the next generation of Emory students. Because of the importance of the admission process in a student’s life and in the life of the university, serving as an alumni interviewer carries with it certain responsibilities. The following are details about volunteering and expectations of service.

Eligible Alumni Volunteers
All alumni are invited to participate in the interview program, even if you did not attend the university for your undergraduate education. There is one exception to this invitation: if you have a child or sibling who plans to apply to Emory College or Oxford College, please do not participate in the Alumni Interviewing Program during their senior year of high school.
Communications
All of the communications about the interview program will be sent to you via email. Each local alumni chair/co-chair will communicate through a city-specific gmail account. Once an initial email is sent, please be sure to add this address to your contact list to avoid emails being routed to spam. When local alumni co-chairs and Emory staff send communications about the program, please read and respond to the emails within three days, if not sooner.

Interviews
The Alumni Interview Committee will match you with the applicant(s) that you will arrange to interview. We ask that you complete one to two interviews within a two to four week timeframe. Interviews take place during December and January. Opportunities to conduct additional interviews will be made available for those who are interested in doing so, when possible.

Please follow these steps to set up the interview and then submit your interview notes:
1. After you receive your assigned student(s), email or call the student(s) within three days to arrange the interview.
2. Identify yourself as an Emory alumnus/na who has volunteered to conduct an admission interview.
3. Schedule the interview as soon as possible so that your feedback can be included in the admission review.
4. Interview the student after his or her school day is over or on the weekend. Please do not interrupt the school day.
5. Select a mutually agreed upon interview site in a public space such as a coffee shop or in your office during business hours. If the student is some distance away, it is okay to ask the student to come to you. Please don’t feel obligated to travel to the student.
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, immediately complete and submit the electronic interview evaluation form.

Program Orientation
Please read this guide thoroughly prior to interviewing applicants. In addition, all alumni interviewers are required to participate in a webinar training session. We will hold training webinars on select days and host a video of the webinar at www.alumni.emory.edu/interviewing.

This year’s webinars will be held on the following dates:
- Tuesday, November 10th, 12:30 pm ET (New and Returning Volunteers)
- Wednesday, November 11th, 8:00 pm ET (Returning Volunteers only)
- Wednesday, November 11th, 10:00 pm ET (New and Returning Volunteers)
Program Chair or Co-Chair
Every city hosting interviews has at least one alumni chair who leads the local volunteer recruitment effort, serves as program spokesperson, and manages ground-level activity. All of these alumni leaders assist with communications regarding interview matching, follow-up after interviews are complete, as well as interview reassignment, as needed.

Interview Guidelines
Alumni interviews provide Emory College and Oxford College admission staff with information about candidates not found in the traditional application. Admission counselors will select students about whom they wish to learn more. Admission counselors are considering a student’s fit with Emory and/or Oxford, their potential to contribute to the student body, their maturity, and/or their readiness for college. Because many criteria are considered in making admission decisions, an interview alone will never determine a student’s fate, but your insights about the student are important and valued. Through the Alumni Interview Program Evaluation, interviewers are able to provide an additional perspective of the applicant which admission staff may not be able to glean otherwise. The admission staff will utilize the feedback received through the evaluation form in the final review of each applicant.

It is important to note interviews are not required for admission to Emory or Oxford. Also, please note that being selected for an interview is not indicative of a student’s admission decision. The interview is simply a part of his admission review process.

Prepare yourself for the inevitable student whom you enjoy immensely but is not admitted.
While alumni input from interviews is a key part of the admission review process, many factors are considered in each student’s admission decision.

Conducting the Interview
Prior to the interview, you’ll learn the student’s name, school, and contact information and learn whether he or she is applying to Emory College, Oxford College, or both. Please note the student’s interest in one or both schools, and modify your use of “Emory” or “Oxford” accordingly. A student applying to Oxford College may have questions about Emory’s Atlanta campus and vice versa. 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.** Included with the evaluation report form are questions to guide your conversation. 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. If students struggle with the conversation, don’t torment them with difficult questions. For the
best-prepared students, delve deeply into their interests and experiences. Avoid questions that will elicit only basic “yes” and “no” answers, and feel free to add your own interesting and engaging questions.

We’ll know the student’s grades and standardized test scores. We ask that you not inquire about that type of personal information. We’ll also know the student’s curriculum and list of extra-curricular activities. 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. Find the balance between gathering information and sharing information, and let the student influence how you use your time together. Additional tips are listed below in case you don’t know the answer to a student’s questions.

- **Extol the virtues of Emory!** Before the interview, think about your time at the university and about your life after graduation. Relay the Emory experiences and events that have meant the most to you and have helped transform and shape your adult life. Your enthusiasm for the university is infectious and could be the determining factor as to whether an accepted student enrolls.

**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](http://apply.emory.edu). You may also find the information yourself and contact the student after the interview.

Don’t fear the students’ questions. Answer them based upon your knowledge and experiences, and if you’re ever stumped, just say so. It’s more important that you explain the role Emory has played in your life and relay why you care about the university. After the interview, students should walk away feeling great about Emory, knowing its alumni have taken away positive experiences, and anticipating those same experiences through their own college life.

**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.

There are some extra precautions in discussing athletics. Emory plays National Collegiate Athletic Association (NCAA) Division III athletics. 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. Be especially careful not to give a potential athletic recruit any type of special treatment.

Do’s of the Interview

- Treat each student with patience, kindness, and respect.
- When you’re speaking with an applicant, you are Emory. You represent all that Emory is—everyone and everything. That doesn’t mean you have to know everything about the university, but it does mean you should 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.

Things to Avoid in the Interview

- 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, etc. Clearly identify yourself as an alumni volunteer, and explain that only admission counselors review that type of personal and confidential information. It’s perfectly appropriate to accept resumes or activity lists; if a student provides that type of information, feel free to pass it along to the admission office(s).
- 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 interview a student you know or the child of a relative, friend, or colleague.
- Don’t predict a student’s success in the Emory College or Oxford College admission process.
- Don’t say anything in the interview that could be considered inappropriate.
Completing the Interview Evaluation Form

As soon as the interview has ended, complete an interview evaluation form and submit it electronically. Remember, we will have the student’s application. You don’t need to relay their every activity. Instead, concentrate on the information you may have discovered that wouldn’t necessarily be on a traditional application. Note any extenuating circumstances about the student’s background. Comment on qualities and traits you observed. When describing impressions or observations of the student, 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 write your reports as though the form is a public document. 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 in late February for EDII applicants, and early April for Regular Decision applicants. We encourage you to call or email the student to congratulate him or her. Feel free to answer any of the student’s additional questions, and encourage the student to attend Emory!
Alumni Admission Interview Evaluation Form (Confidential)

Note: This is a sample paper evaluation form. All evaluations will be submitted electronically via a web form.

Interviewer’s Full Name __________________________________________________________
Phone/Email ___________________________________________________________________
Applicant’s Full Name __________________________________________________________
City, State ___________________________ High School ________________________________
Phone/Email ___________________________________________________________________
Interview Date______________ Interview Location____________________________________

PERSONAL CHARACTER
1 2 3 4 5
Below Average Solid, Average Truly Outstanding

Questions:
• What do you do in your free time?
• What is your favorite extracurricular activity and why?
• Emory has a very engaged community. Can you talk about an experience you’ve had in your hometown community or school community? If there’s one thing you could change about your community, what would it be?
• Describe your high school. If there was one thing you could change, what would that be? (if the student talks about their school community above, then you may not want to ask this question)
• Who is your role model and why?

Notes:
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_____________________________________________________________________________________________
_____________________________________________________________________________________________

MOTIVATION
1 2 3 4 5
Below Average Solid, Average Truly Outstanding

Questions:
• What excites you most about college?
• How do you hope college will be different than high school?
• What are three factors you are considering in your college search?
• What is it about Emory/Oxford that most appeals to you? Why do you think it’s a good fit for you? (It may be nice for you to share why you were attracted to Emory)
• Have you been able to visit Emory or Oxford? What were your impressions?

Notes:
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_____________________________________________________________________________________________
INTELLECTUAL CURIOUSITY

1 2 3 4 5
Below Average Solid, Average Truly Outstanding

Questions:
- Emory has more than 70 majors and 60 minors with 32% of the student body earning a double major and over 50% of the student body studying multiple academic areas. What academic area(s) most interest you?
- Describe an academic class or academic experience that you have enjoyed.
- How do you currently manage your academic/extracurricular schedule?
- If you could take time off between high school and college, what would you do?
- What’s your #1 source of information? (i.e. online, newspapers, books, buzz feed)

Notes:
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_____________________________________________________________________________________________

ETHICAL AWARENESS

1 2 3 4 5
Below Average Solid, Average Truly Outstanding

Questions:
- What are the most important issues facing the world today?
- Emory has an honor code that all entering students are asked to sign. Describe a time in your life when you found yourself at an ethical crossroads. Which road did you take?
- How do you envision yourself engaging in Emory’s diverse community?
- What’s the most rewarding experience you have had so far in life?
- Describe an occasion where you have done something for another person.

Notes:
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_____________________________________________________________________________________________

WRAP UP

Questions:
- Is there any additional information you would like to share?
- Final question: Do you have any questions for me as an alumnus/a?

Notes:
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_____________________________________________________________________________________________
**MATURITY**
Based on your time with the student, how would you rate his/her level of maturity and self-awareness?

1 2 3 4 5  
Below Average Solid, Average Truly Outstanding

Notes:
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_____________________________________________________________________________________________
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**OVERALL RATING**

1 2 3 4 5  
Below Average Solid, Average Truly Outstanding

Notes:
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