

### ***Process***

When a student requests an off campus interview, they will be matched with the geographically closest APART representative. The student and APART representative will each receive a telephone call or an email message (depending on their preference) notifying them of the interview assignment and each other's address and phone number. The student is responsible for contacting you to arrange the interview. If you have not heard from the student within two weeks, you may want to contact him or her. While we do expect the student to demonstrate initiative, some students need extra encouragement.

At B-W, we consider the interview an information exchange, an opportunity to get to know the student better and to answer questions. We do not "grill" students; every student should walk away from the interview feeling positive about themselves and the discussion. Remember that interviews are a public relations and recruitment tool. Our goal is to learn more about what makes a particular student special while at the same time highlighting information about B-W. Ultimately, you should gain a sense of the student's personal and intellectual skills, curiosity for learning, leadership potential, motivation, commitment, and special talents or experiences.

### ***Location***

We recommend a neutral location for the interview such as your office, the public library, the student's school, or a convenient coffee shop.

### ***Timing***

Allow about an hour for an interview. We will provide you with a student information form. The student should complete the information form, including name, address, school, intended major (if known), extracurricular activities, GPA, and SAT or ACT scores. The form is a good starting point for the interview and eliminates the need to take notes during the conversation.

If the student brings a parent(s) to the interview, ask the parent to give you about 20 minutes alone with the student; young people sometimes react differently when parents are present. After the interview, ask the parent(s) to join you for their questions.

### ***Guidelines***

- Never start an interview with a penetrating question to which a student may not be able to readily respond. Engage the student with an accessible question.
- Be sensitive to differences in people and educational and family backgrounds; avoid topics that might prove difficult or painful. Do inquire about a student's high school environment.
- Allow for "relaxed silence" if the student needs some time to reflect before speaking. Change the topic when silence proves discomforting.
- Allow for flexibility, especially if good discussion evolves.
- Find a way to find out what you want to know without diminishing a student's freedom to talk spontaneously about his or her interests.