

## ***Interviewer's Check List***

### **Before the Interview**

- Confirm time and place for meeting with the student.
- Review B-W's website for information about the student's intended major.
- Review the Interview section in the APART handbook.
- Review general information about Baldwin-Wallace College from the APART handbook and the B-W website.

### **During the Interview**

- Ask the student to complete and update the interview form.
- Encourage the student to relax and enjoy the interview; build rapport.
- Ask open-ended questions about the student's interests, accomplishments, activities, and goals. Listen and respond to his/her responses.
- Share information about B-W when appropriate, but avoid the "hard sell."
- Share your experiences and thoughts about B-W where appropriate.
- Bring the APART handbook for reference during the interview.
- Respond to questions you know and write down questions you can't answer.
- Enjoy meeting and getting to know your student! Be positive and supportive, but don't promise admission to anyone.

### **After the Interview**

- Complete the Interview Evaluation Form regarding the student.
- Contact the admission office about any questions you couldn't answer.