ALUMNI INTERVIEW REPORT INSTRUCTIONS

INTERVIEW COMMENTS
In formulating questions and writing your comments about the student, please consider some of the following characteristics: intellectual promise, ability to communicate, maturity, openness to other perspectives, leadership, creativity and concern for others. Please support your evaluation of these personal qualities with examples from the student's activities, work, travel and other personal experiences. And most importantly, how do you see this student fitting in on the Oberlin College campus and contributing to the community?

INTERVIEW TIPS
1. Choose a quiet, comfortable, public location free from interruption if possible. The café in a Barnes and Noble or a Starbucks make wonderful interview locations.
2. Sit across from the student to maintain good eye contact.
3. Begin with a warm greeting and try to put the student at ease.
4. Remember, the interview is a form of two-way communication; both sides are important and deserve attention. Ask the student questions, but also offer to answer the student's questions about Oberlin. The purpose is to collect and give information.
5. The interview should last 30-45 minutes. Try not to let it take up more than an hour of your time or the student's time unless needed.
6. Make sure you leave ample time for the student to ask questions.
7. Always have a catalog handy for questions you can’t answer.

SEND THE COMPLETED INTERVIEW FORM TO:

Alumni Recruiting Network
Office of Admissions
Carnegie Building
101 North Professor Street
Oberlin, OH 44074-1075
FAX #440-775-6905
arn@oberlin.edu