



### ☐ **SCHEDULE YOUR INTERVIEW IN ADVANCE**

- Choose a time when classes are in session
- Select a time when another activity of interest is going on (football game, theater production, etc.)
- Avoid dropping in

### ☐ **MAKE OVERNIGHT ARRANGEMENTS IF NECESSARY**

- Request college to send list of area hotels
- Ask if college has spend-a-night programs in residence halls or a "buddy program"
- Ask about places to eat on campus

### ☐ **BE PREPARED**

- Know the basic facts about the college you are visiting
- Obtain college literature prior to your visit
- Be prepared to talk about yourself, your interests, goals, and academic record
- Know what it is you want from a college or university
- Prepare your questions in advance

### ☐ **PARENTS ARE WELCOME**

- Discuss in advance the questions you will ask so they don't get repeated by your parents
- Don't leave it to your parents to dominate the discussion or work at impressing the interviewer

### ☐ **DRESS APPROPRIATELY**

- Simple, neat, comfortable
- Not too casual, not too formal, when in doubt, go conservative
- Avoid flashy, bulky, noisy
- Remove hat!!
- Limit the baggage (back packs, cases, bags, etc.)

### ☐ **ACADEMIC RECORD**

- Be prepared to discuss your academic record (strengths, weaknesses, trends, excessive absences, etc.)
- Bring transcript and test scores with you in case the interviewer asks for them

### ☐ **PORTFOLIOS, RESUMES, VIDEOS, AND RECOMMENDATIONS**

- Bring these items to an interview only if requested; otherwise, save them for your application packet
- Ask ahead of time if your interviewer would like to see your work or ask if an appointment can be coordinated with the appropriate person (i.e. coach, art faculty, music faculty, etc.)
- Don't oversell yourself with "packaging"

### ☐ **QUESTIONS**

- Have some! This demonstrates interest
- Write your questions down and bring them to your interview
- Be prepared to answer questions as well

### ☐ **ARRANGE FOR A CAMPUS TOUR**

- Ask questions of your tour guides; they are usually students
- Visit the important places - library, residence halls, lecture rooms, labs, studios, dining facilities, etc.
- Get a feel for the campus and students
- Ask yourself if this where you want to spend the next few years?

### ☐ **FOLLOW-UP**

- Get interviewer's name (and e-mail address)
- Follow up with a short, simple thank you note
- Don't be shy - write or call later on if you have questions about the college or the status of your application
- Don't be a pest

### ☐ **BE YOURSELF**

- An interview is a conversation not an inquisition
- Relax, show confidence and interest
- Maintain eye contact
- Confident hand shake
- Your interviewer is just another human