



# **Alumni Admission Volunteer Program**

## **Alumni Interview Handbook**

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## Contact Information

### Alumni Admission Volunteer Program Email

[aav@kzoo.edu](mailto:aav@kzoo.edu)

### Office of Admission Phone (Monday - Friday, 8am - 5pm EST)

269-337-7166

### Office of Admission Fax

269-337-7390

### Mailing Address

Office of Admission  
1200 Academy  
Kalamazoo, MI 49006

### AAV Coordinator Contact

Hillary Teague  
Associate Director of Admission  
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269-337-7179 office  
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### AAV Intern Contact

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# The Goal of an Alumni Interview

Developing personal relationships with students and their families is an integral part of the admission process at Kalamazoo College. The Office of Admission appreciates your willingness to represent your alma mater. The Alumni Interview is intended to give the prospective student a connection to Kalamazoo College without traveling all the way to Kalamazoo. This is especially beneficial for students who are unable to visit the campus before making their final college decision. Moreover, the Alumni Interview can be used, much like an interview with an Admission Counselor, to gather supplemental information about the student that we might not learn from their application. Your feedback about the student's perceived level of interest in the school and "fit" with our campus will help us inform our subsequent interactions with the student.

## How to set up an Interview

### Setting up the Interview

- The AAV Coordinator will email you with a link to registration page
- All alumni interviews will be offered:
  - M – Th from 6:00 – 8:00 pm
  - Sat and Sun from 9:00 – 11:00 am AND from 1:00 – 3:00 pm
- Interviews should be set up at an easy to find location, such as a coffee shop or café, with accessible parking (or accessible via public transportation).
- The agreed upon time/location will be advertised to prospective students.
- Students will sign up for interviews via Admission Office
- Student names/info will be emailed to alum 2 days prior to interview date
  - If parent(s) ask to sit in on the interview, please inform them that you will take some time with the student alone first and they are welcome to join you after 20-30 minutes.
  - If no one is signed up for your time slot, you will also be notified
- If at any time after agreeing to conduct an interview(s), you find that you are unable to keep your commitment, please contact the AAV Coordinator immediately, as we need to notify the student(s) of the cancellation.

### Materials and Preparation

To prepare you for this experience, we will email you a couple days in advance with a link to all of the materials you will need to represent K, including general information about the student (provided that it is available to us).

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## Words of Wisdom and answers to FAQ's

- The goal is to make a connection with the student. Many students will be nervous; reassure them that this is not an admission decision but rather a chance to get to know the student and answer any questions they have.
- Interviews should last between 45 and 60 minutes. If you have back to back interviews, please be courteous of your next appointment and not keep your student waiting. It's perfectly appropriate to conclude your current interview for time constraints.
- Be prepared to ask the students questions. Some will come very prepared to ask you questions, but many will not. You will be provided with a general outline of questions, but feel free to go into more detail.
- Familiarize yourself with the Kalamazoo College Profile and other materials online. These fast facts and figures will help you answer general questions about the College.
- ***It is ok to say, "I don't know."*** Write down the student's question on their Interview Feedback Form, which will alert the student's Admission Counselor that further follow-up is required for that student.
- Certainly as an alum you can speak from experience, but try to remain objective about the school. Be clear when you are stating an opinion.
- Keep in mind that many factors go into making a decision to admit a student, including GPA, course selection, ACT/SAT score, extracurricular involvement, demographics, recommendations and interviews. No single factor will exclude a student from consideration.
- ***Please be sure to stay away from telling a student that he or she is sure to be admitted, or that there is a high chance of admission; however, you are encouraged to compliment the student on his/her accomplishments.***
- Please feel free to wear Kalamazoo College apparel to make yourself known to the student.

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# Sample Interview Questions

Try to ask open-ended questions that give students a chance to talk about their experiences. Ask questions that begin with *What, Why, How, Tell Me, Describe, Explain, Compare, and Contrast*. If possible, avoid closed-ended questions. Typically such questions start with *Should, Is, Did, Do, Could, Would, Will*.

## Examples of good questions

### About High School

- Tell me about your school: size, courses, teachers, favorite and least favorite subject?
- What classes are you currently taking? How challenging are those classes to you?
- Who were some of your favorite teachers and why?
- What is a highlight of your high school experience?
- Is there a project that was most interesting to you throughout high school? (academic or extracurricular)
- If you could change your high school experience, what changes would you make?
- Compare your senior year to the rest of high school. What do you expect to be different?
- If you could learn more about any subject in high school, what would that subject be?

### About Extracurricular Activities

- What are your interests/hobbies outside of school? What is your favorite and why? What would you like to continue doing in college?
- How have you impacted your community?
- What would you do with a free day?

### About College Plans

- What are you interesting in studying in College?
- What would you do if you did not attend college next year?
- How did you learn about Kalamazoo College?
- What other schools are you considering? What are you looking for in a college experience?
- Are you thinking of studying abroad? If so, have you thought about where you might like to go?
- What would you like your college experience to be like? What kinds of activities would you like to pursue in college?
- If you were to make a list of things that you would like to say that you have done (attempted or completed) before graduating from college, what would be on it?

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### **About the Student**

- What did you do this past summer?
- To date, what have been some of your more important responsibilities?
- Describe something you failed at and how you handled it.
- Tell me about a person or an event that has markedly changed you.
- What would you change about yourself?
- How would your friends describe you?
- What is something that you can't stop talking about?

### **Additional Questions**

- What is your favorite book and why?
- What is your favorite movie and why?
- What are you most proud of?
- What else would you like to tell me about yourself?

## **After the Interview**

First and foremost, **THANK YOU FOR YOUR HELP!!** We certainly could not continue to contact as many students as we do without the help of our volunteers! Please fill out the Alumni Interview Feedback Form as soon as possible after the interview. Make sure to include notes if any further contact is needed (this includes sending additional information about specific programs and/or majors).