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Guidelines for Campus Interviews and Applicant Evaluation Process

The selection of International Programs participants is a responsibility of the Director of International Programs and the Student Affairs Committee of the ACIP. To aid in the fair and thorough evaluation of each applicant in the competitive process, campuses review all applications and interview the applicants. The result of this interview is a formal campus evaluation of each applicant.

The Campus Interview Committee

Constitution of the Committee - The campus selection committee should consist of at least **three (3)** qualified members. Qualification for membership on the committee includes:

- Employees or students of the California State University.
- Appropriate professional credentials and experience to make judgments concerning the qualifications of students applying for participation in a university level overseas study program.
- Appropriate background in disciplines should be a consideration for programs requiring specific academic or language preparation.
- Demonstrated interest in furthering the purposes of international education.

Appointment of Campus Interview Committee Members – Committee members are appointed annually by the Academic Council on International Programs (ACIP) Member, unless a standing university committee has been otherwise appointed to carry out IP selection.

Principles Governing Conduct of Selection Activities – The following general guidelines should be followed in the interview process:

- Equitable treatment must be given to all applicants in the conditions, standards, and procedures employed in the review of application files and the conduct of personal interviews.
- Committee members should be fully informed of the IP program the student has applied to.
- Proceedings of the committee are subject to privacy laws currently in force. Unauthorized divulgence of information concerning such proceedings is illegal and unethical.

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

- Committee members who hold prejudicial views concerning particular applicants should abstain from participating in all deliberations concerning those applicants. No action should be taken which could negate or bring into question the fair and impartial consideration of each applicant.

Procedures for Interviews – It is the ACIP member’s responsibility to ensure that all applicants are interviewed. Interviews are to be scheduled in late January or early February.

IP Campus Staff Meeting – In early January the ACIP member, the IP Coordinator, and any other staff involved should discuss the procedures to be followed setting up interviews. On campuses with relatively few applicants (under 25), one committee may suffice for all interviews. Campuses with a large number of applicants will usually find it more workable to divide the interviewing task among a number of subcommittees, perhaps with overlapping membership and broken down by overseas center or program.

Scheduling the Interviews – All committee members should be contacted to participate and then the ACIP member must establish a feasible schedule. Students should then be notified of their interview appointments as far ahead of time as possible.

Generally, it is appropriate to schedule the interviews 30 minutes.

Planning Meeting with Interview Committee – A few days prior to the first interview, a meeting should be held with all select interview committee members and IP Coordinators. The purpose of this meeting will be:

- To go over a sample application
- To answer any procedural questions committee members may have.
- To agree upon a consistent approach (e.g., standard questions) for interviewing candidates.
- To agree upon an approach for completing one Applicant Evaluation Sheet per student representing the Committee’s consensus.

The Interview – Using the Applicant Evaluation Sheet

In interviewing applicants for IP, the interview committee uses an Applicant Evaluation Sheet provided by OIP (available at www.calstate.edu/ip under About IP>CSU Faculty & Staff).

Send one Application Evaluation Sheet for each student interviewed, representing the Committee’s consensus. Amongst other things, the Interview Committee should evaluate students in the following areas:

Academic Eligibility – Has the student met the prerequisites and GPA requirement for the program he/she is applying to?

Personal Suitability – An important aspect of the personal interview is to develop impressions of an applicant’s personality as it relates to the requirements of overseas study. The committee should try to convey its assessment of the applicant’s maturity, motivation, and general physical and emotional condition.

Of particular importance to the statewide selection committee is pertinent information that is not obvious from the written application. The student may lack the proper motivation, have an attitude problem, or exhibit other traits that would make functioning in a group program such as IP difficult. If so, the committee's reservations should be noted.

Financial Responsibility and Planning - The committee should inquire how the applicant plans to pay for the year of study. Students who plan to pay for all or part of their costs with financial aid (over half of IP participants do) should be asked if they have actually submitted an application for financial aid. Those who have not should be urged to do so immediately.

Dependent Arrangements – Students with accompanying dependents face special challenges no matter what their overseas center. In addition, they must take far greater responsibility for their own arrangements than other students. Students with a spouse or children must have given serious thought to their situation and be able to respond to questions about their planning for housing, spouse's employment, and children's care and/or schooling. Restrictions on dependents for certain overseas centers are noted in the Eligibility Summary.

Overall Rating – The selection committee weighs the various factors set out above and makes a recommendation regarding the applicant.

Comments – Comments should reflect the consensus recommendation of the committee. A rationale must be provided for recommending any student who does not meet the minimum eligibility requirements. If student did not appear for interview a statement to that effect should be made in the comments section.

Interview Committee Members

The names of all members of the selection committee should be listed and identified as faculty, students, or administrators/staff.