#### **Step 4: Interview Preparation**

Part of this unit involves a scholarship mock interview. If a scholarship interview is in your future, congratulations! You have made it to the final round in the scholarship process. This means your application aroused the interest of the judges enough for them to want to meet you in person. This face-to-face interview is an excellent way for the judges to get to know you and, particularly, assess your maturity, composure, and performance under pressure.

From this point forward, <u>be aware of the impression you make upon the evaluators. Your interview is the deciding factor of whether or not you will be awarded the scholarship</u>. Therefore, here are some preparation tips for a champion interview:

- 1. **Know Your Application**: The interviewers will ask a series of questions, most likely similar to the ones on your application.
- Know Your Strengths and Weaknesses: Basic questions often asked can pertain to your strength and weaknesses and it is best to have a list of responses prepared before the interview.
- 3. **Know Your College Career Plan**: Be very explicit about your college career plans pertaining to the scholarship. An important thing to remember while interviewing is that members of an organization will not award a candidate who appears to be indecisive in their plans and goals while in college. They want to be sure that the scholarship recipient they choose is not going to change majors multiple times or drop out the middle of the year and misrepresent their organization by delinquency.
- **4. Know Your Future and Career Goals**: Be prepared to provide explicit yet concise and relevant future goals aligned with your college major and the scholarship you are applying to.
- 5. **Know Your Financial Status as well as your Parent's Financial Status**: If you scholarship request is based upon need, this piece is especially important. It may not come up in the interview, but it certainly does not hurt to be prepared to divulge this information.
- 6. **Know the Meeting Details**: Make sure you have confirmed time and location of the meeting, directions, and phone numbers of the organization in case of an emergency. Find out how long it will take to get to the place you are meeting and plan for traffic or other unforeseeable events by giving plenty of time.
- 7. **Practice, Practice:** Review your interview skills with a friend and practice aloud and ask your friend to count the number of times you say "like" and "you know" to make sure you aren't overusing such filler phrases.

### **Step 5: Interview Checklist**

**Arrive on Time**: Create a positive first impression by arriving on time, give proper greeting and make eye contact.

**Dress Appropriately**: Dress comfortable for your interview, but not too casual. Rule of thumb: wear business casual and not more than two colors.

- Tips for Women: Suit should be dark and conservative. For a skirt, it should be knee length.

  Blouse should **not** be a low cut, too tight and sheer. **No** open toe shoes
- Tips for Men: Suit should be dark and conservative with plain long sleeve shirt and an undershirt.

Shoes must be black and polished with matching black socks. **No** bow ties.

**Monitor Your Body Language**: Good posture gives a confident impression. Keep your hands on your lap or on the table to seem calm rather than touching your hair and face.

**Monitor Your speech**: Answer in complete sentences. Avoid interjections of "uhm", "like", and "you know". When asked a yes/no question, follow up with a brief, interesting detail that the interviewer might remember. If you do not understand a question, ask the interview to rephrase or repeat the question.

#### What to avoid:

- Gum chewing
- sharing sob stories
- yawning
- looking at your watch
- appearing bored
- fidgeting

These are additional scholarship interview websites to consider for preparation for scholarship interviews:

http://www.fastweb.com/college-jobs-internships/articles/323-top-ten-tips-to-boost-your-interview-iq http://www.gocollege.com/financial-aid/scholarships/apply/interviews.html http://www.ehow.co.uk/video 4806000 dress-college-scholarship-interview.html

## **Step 6: Video Clips in Interviews**

There are several video series presented by Shannon Terry. <u>Select 3, identify which video clips you viewed and share 2 things you have learned from the video clip.</u>

http://www.bing.com/videos/search?q=Scholarship+interview+tips&qpvt=Scholarship+interview+tips&gpvt=Scholarship+interview+tips&gpvt=Scholarship+interview+tips&gpvt=Scholarship+interview+tips&gpvt=Scholarship+interview+tips

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# **Step 7: Interview Feedback**

During Upward Bound Staff's third portfolio visit, a mock interview will be scheduled for you at your high school. The interviewer will fill out a <u>Mock Interview Feedback Form</u> and discuss the rating with you. After your mock interview, a copy will be provided to you for future reference.

## Mock Interview Feedback Form

Applicant:	Date:	
Interviewer:		
The interviewer will fill out this feedback form and discuss the rating to the applicant for their future reference.	with the applicant. The for	m is given
Rating Key:  2 points - Excellent or good, would not be a problem in a job inter 1 point - Fair, needs improvement; could be a problem in a job int 0 points - Poor, needs much improvement; will be a serious problem	erview	
First Impression/Dress/Clear Speech  1. Gives feeling of optimism and energy when first meeting the interval. Greets with a firm handshake, eye contact  3. Has completed resume  4. Is groomed well, is neatly and appropriately dressed  5. Talks clearly and distinctly, words are not mumbled	2 3 4	
Nonverbal Behavior/Body Language 6. Sits squarely in chair, has good posture 7. Maintains open position (arms not crossed and so on) 8. Establishes good eye contact throughout the interview 9. Appears relatively relaxed, avoids fidgeting, maintains poise	7 8	
Content of Scholarship Interview  10. Communicates career goal to interviewer  11. Shares personal achievements and strengths  12. Makes known abilities relevant to scholarship requirements being  13. Communicates educational/academic goals  14. Demonstrates interest and enthusiasm about the opportunity  15. Answers interviewer's questions with confidence  16. Neutralizes weaknesses or turns them into positives  17. Asks questions about the scholarship organization  18. Avoids flat "yes" or "no" answers to questions	11. g sought 12. 13. 14. 15. 16.	

# **Closing the Interview**

19. Learns when interviewer will contact him or her about their decision	19
20. Thanks interviewer by name for the interview, asks for card, shakes hands again	20
Total Poi	nts:
36-40 points: Congratulation, you are awarded the scholarship!!!	
30-35 points: You may get the scholarship, but other candidates are in the running too!	
20-29 points: Your getting the scholarship is doubtful, you need more interview practice	
11-19 points: Not likely to get the scholarship; much more interview practice is needed.	
0-10 points: You definitely need to do much more work on preparation and planning fo interviews and career planning in general.	r scholarship
Specific suggestions:	
Other notes/thoughts/comments:	