

# Americans Overseas Interview Coordinator and Interviewers



Association for Teen-Age  
Diplomats

The AMERICANS OVERSEAS (AO) INTERVIEW COMMITTEE consists of the Americans Overseas Vice-President, Interview Coordinator, and Interviewers. The American Overseas Vice-President may assume or delegate the Interview Coordinator responsibilities. All committee members will be appropriately selected adults who are aware of the values necessary for successful participation in an international culture. The primary role of the committee is to interview potential AO's.

## INTERVIEW COORDINATOR

### Responsibilities:

1. To arrange interview site and date(s). Interviews are to be held on Martin Luther King weekend or the prior weekend.
2. To obtain Interviewers.
3. To develop the interview schedule. It is preferable that each student be interviewed by a team of 2 Interviewers, one of whom is the Program Chair for the student's first-choice country. Arrangements must also be made for the students to be evaluated for foreign language proficiency as needed.
4. To assure that the Host Family Committee is informed of the interview site, date(s), and schedule so they can be present to pursue interest of families to host.
5. To mail invitations to applicants with their interview date and time.
6. To hold an orientation meeting prior to the interviews to assure that Interviewers understand their roles and responsibilities.
7. To welcome interviewees and their parents on the date of their interview.
8. To assure that students and parents get to their appropriate interview rooms as scheduled.
9. To provide assistance for students, parents, and Interviewers who have questions.
10. To remind students of forms needed to complete their application as necessary.
11. To obtain recommendations from the Interviewers of students who should be considered for Honorary Awards.
12. To notify the AO Vice-President of all students who meet the Excellence Scholarship requirements of a "Strongly Recommended" acceptance status and a confirmed country reservation.
13. To assure that follow-up interviews are scheduled as appropriate. A follow-up interview may be necessary if:
  - a. the acceptance status is "Reservations"; then a follow-up interview with both the student and the parents must be conducted.
  - b. the student is accepted, but not into the specific program for which the student was interviewed. The AO Vice-President must be contacted to determine which other countries may be appropriate for the student. The Program Chairs for those countries must be contacted to determine if they want to accept the student as recommended or if they want to interview the student. If a follow-up interview is requested, this must be expedited if the student is a candidate for the Excellence Scholarship.
14. To summarize all results of the interviews. The attached "AO Interview Summary Sheet" should be used.

15. To rearrange interview schedules if conflicts with individual schedules arise.
16. To provide assistance as needed throughout the interviews.
17. To assist Interviewers with staying on schedule.
18. To assure that the Host Family Committee has copies of appropriate forms denoting hosting interests of potential AO's.

## **INTERVIEWER**

### **Responsibilities:**

1. To interview AO applicants fairly and honestly, using the Americans Overseas Interview form (AOF3).
2. To be on time and remain on schedule during the interviews.
3. To assure that applicants have a language proficiency evaluation if appropriate.
4. To assist students in understanding the differences in programs, and to insure that all forms clearly reflect the students' program choices.
5. To inform the AO Vice-President or Interview Coordinator immediately of any concerns or questions regarding applicants.
6. To determine the acceptance status of each student interviewed. This will be one of the following:
  - a. Strongly Recommend - for candidates who clearly portray the characteristics necessary for successful participation in an international culture.
  - b. Recommend - for candidates who will make acceptable exchange students.
  - c. Do Not Recommend - for candidates who display characteristics that will not be acceptable for a successful exchange experience. Be sure to fully document the concerns under "Additional Assessment by ATAD Interviewer" on the last page of the AO Interview form.
  - d. Reservations - if the Interviewers do not agree on whether or not to accept a candidate or cannot decide if a candidate should be accepted. Be sure to fully document the concerns under "Additional Assessment by ATAD Interviewer" on the last page of the AO Interview form. The Interviewers must discuss their concerns with the AO Vice-President to determine if the student is to be re-interviewed or is to not be accepted.

In some instances a student may be strongly recommended or recommended for the ATAD program but cannot be accepted for the country for which the Interviewers are interviewing (e.g. does not meet the program language requirements or there is no more room in the program), In such an instance the Interviewers should check the appropriate acceptance status and complete the "Additional Assessment by ATAD Interviewer" on the last page of the AO Interview form regarding country recommendation.

7. To clearly and entirely complete the Americans Overseas Interview form and to give it to the AO Vice-President or Interview Coordinator.
8. At the conclusion of the interviews, to recommend who should be considered for Honorary Awards.
9. To maintain the confidentiality of the students' interviews.

