5-Step Guide to Setting Up & Conducting Interviews

2016-2017 Admissions Season

We appreciate your time, effort, and dedicated service to Dartmouth.
Should you have any questions, please do not hesitate to contact our office anytime.

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STEP 1

• Log in to the Alumni Portal in Slate using your NetID and password
  • You can bookmark dartgo.org/interviewers to always have the AAP website and your log-in information handy

Having difficulty logging in? Dartmouth has added increased security to the NetID and password process, which may explain why you are having trouble.

Please call the Alumni Help Desk at 603-646-3202 weekdays 9AM-10PM or weekends 10AM-6PM EST. They can reset your password over the phone.
STEP 2

• As soon as you are assigned an interview, you will receive an email from aap@dartmouth.edu with the applicant’s contact information
  • You can also view the assignment in the Alumni Portal in Slate

• Please “Confirm” or “Decline” the interview assignment by clicking on the red or green button

**Note:** By confirming the interview assignment, you are simply agreeing to contact the applicant in order to schedule the interview. *Please don’t wait to confirm the assignment until you’ve already set up the interview.*
STEP 3

• Contact the applicant via phone or email to schedule the interview
  • Suggested email templates for scheduling in-person or virtual interviews are available [here](#)

• If the applicant is unresponsive, or declines the interview, please complete the Interview Report Form (see step 5) to share this information
STEP 4

• Conduct the Interview

  • Familiarize yourself with the Interview Report Form that you will need to submit on behalf of the applicant and review sample questions that may help you guide the conversation

  • Use the Interview Notetaking Sheet to help organize your thoughts
    • The notes you make here could be copied and pasted into the Interview Report Form to simplify the write up – *a report in bulleted format is perfectly acceptable!*
STEP 5

• Writing the Report

  • Please try to submit the report shortly after the interview – it helps the Admissions Office to have the feedback early

    • We would prefer a high level report (even bullet points) submitted early vs. a detailed masterpiece submitted late! 😊

  • Deadlines for interview report submission:

    Early Decision: November 27, 2016
    Regular Decision: February 26, 2017

• See the AAP website for sample reports
Additional Resources

- Admissions Statistics
- Class of 2020 Profile
- Admissions Website
- Financial Aid Website
- Campus Virtual Tour
- Admissions Blog
- Dartmouth News