

Admissions Ambassador Program

5-Step Guide to Interviewing

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

Confirm/Decline



- By confirming the interview assignment, you are agreeing to fulfill the responsibility of conducting the interview in a timely manner and submitting the report. An eager student is awaiting your outreach!

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 fill out the Interview Report Form. There will be prompts for you 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

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](#)