

10

Steps to a Successful College Interview

1. **SELECT THE COLLEGES YOU WISH TO VISIT:** Try to narrow your list to 4-5 colleges you plan to visit based on the following criteria: large, small, two-year, four-year, distance from home, private, public, etc. Doing extensive research about each college as you compile your list could prevent visits to colleges that aren't right for you.
2. **DECIDE WHOM YOU WANT TO MEET WHEN YOU VISIT A CAMPUS:** By meeting as many people as possible while on campus, you will have a better understanding of the college and what it has to offer. Some people to see are: admissions staff, financial aid officers, academic departments, coaches, performing arts coordinators, etc. BE SURE to include students on your list.
3. **SCHEDULE YOUR APPOINTMENTS:** Make arrangements to meet with people in each office and/or department you wish to speak with while visiting campus. You may not be able to see a person without prior arrangements. Confirm your appointments and where they are located 1-3 days before your visit. Don't forget to request a tour, eat on campus and arrange time to meet current students.
4. **COMPILE YOUR CREDENTIALS:** Gather together an unofficial transcript and ACT and/or SAT scores from your high school guidance office, information about all your activities and/or work experiences, a list of honors and awards you have received, etc. Be sure to take these items with you.
5. **CREATE A LIST OF QUESTIONS:** It's easy to forget what you want to ask when you are in an interview. A list of questions makes you appear more organized, well prepared for your meeting and you won't forget what issues are most important to you. Remember to take a pen and paper to make notes during your interviews.
6. **KNOW PROPER ETIQUETTE:** To make a good impression -- be on time, dress appropriately, use a good firm handshake, address people in a respectful manner, thank people for their time, etc. The impression you make may help your application.
7. **BE YOURSELF:** Remember that you want to attend a college that will fit your personality. Let the people you meet get to know the "real you" so they can make an honest evaluation of you and you can see how you really fit.
8. **COLLECT NAMES AND ADDRESSES:** Be sure to get the correct names, addresses, phone numbers, emails, etc. of the important people you meet. You can write them down or collect business cards if they are available.
9. **RECORD YOUR IMPRESSIONS OF THE COLLEGE:** Remember you are also interviewing the college to see if it meets your needs. So, as soon as your visit is complete, take a few minutes to record what you liked and/or disliked about the college, its environment, faculty, extracurricular activities, etc. Use these notes to compare colleges you visit.
10. **SEND THANK YOU NOTES:** People truly appreciate being thanked for the time and services they provide. A courteous thank you note to each person you met reminds them of your visit, leaves a positive impression and may even help you be admitted to the college of your choice.

Davis & Elkins
COLLEGE
www.davisandelkins.edu

Elkins, West Virginia