

BALANCED MAN SCHOLARSHIP

INTERVIEW WORKBOOK

SigEp



INTERVIEW WORKBOOK INTRODUCTION

Each year, high performing chapters conduct nearly 5,000 total Balanced Man Scholarship interviews. It's nearly impossible for each member of the interview committee to participate in every interview. Additionally, each interviewer has an inherently different set of standards and method of evaluation. It becomes very difficult to evaluate candidates with everyone using different criteria.

The following workbook is a tool intended to help guide your evaluation process for these interviews. It's designed to make the scoring and evaluation methods simple and consistent for all interviewers. This workbook will help your recruitment committee:

- Evaluate all candidates using the same scoring rubric
- Streamline your interview and evaluation process
- Prevent the interview evaluation process from being tedious and redundant
- Create an unparalleled level of professionalism that will impress your applicants and help your chapter recruit the best men

While this workbook was designed with your interview process in mind, it is by no means a one-size-fits-all guide. Feel free to adapt the scoring rubric or your definition of an ideal candidate. This workbook and evaluation rubric is our recommendation for how to conduct your interview process based on best practices gathered from SigEp chapters across the country.

INTERVIEW QUESTIONS

To capture the necessary information on the rubric, you should ask open-ended and thought-provoking questions during interviews. These types of questions will put the interviewee at ease and make him more comfortable with being honest about his values, background and personal upbringing. They will also help you find the best candidates for membership in SigEp from your applicant pool.

Here are some of the most effective questions to ask during an initial interview:

Beginning

- Why did you choose (insert university) for school?
- What are you going to miss most about high school?
- “Tell me your story?” Describe yourself in two minutes or less

Questions About College

- What has been your favorite part about (insert university) so far?
- What are you looking forward to the most about going to college?
- What kind of legacy do you want to leave at (insert university)?

Thought-Provoking Questions

- What’s been your greatest challenge so far? What do you think will be your greatest challenge in college?
- We believe in continuous development, where do you feel you have the greatest area to improve?
- What experience have you had that you’ve grown the most from?

INTERVIEW EVALUATION RUBRIC

DECISION:	INTERVIEW CHARACTERISTICS:	TOTAL SCORE:
Ideal Candidate	<ul style="list-style-type: none"> • Stellar written application • Great poise, appropriate attire, strong eye-contact • Displays outstanding balance of sound mind and sound body • Detailed and specific answers to questions • Appears to have many leadership qualities • Appears to embrace and live SigEp's values • Candidate is professional when responding • Very clear and concise manner of speaking • Above-average maturity 	17-20 points
Good Candidate	<ul style="list-style-type: none"> • Thorough written application • Decent poise, appropriate attire, good eye-contact • Displays some balance of sound mind and sound body • Specific answers to questions • Appears to have some leadership potential • Appears to somewhat embrace SigEp's values • Candidate is usually professional when responding • Clear manner of speaking • Noticeable maturity 	14-16 points
Fair Candidate	<ul style="list-style-type: none"> • Application is organized, but shows little involvement • Not enough poise, somewhat appropriate attire, some eye-contact • Balance of sound mind and sound body is not convincing • Specific answers to some questions, others too general • Appears to be a hard worker, but not necessarily a leader • Appears to align with some of SigEp's values • Candidate attempts to be professional when responding • Somewhat articulate • Some maturity evident 	11-13 points
Unacceptable Candidate	<ul style="list-style-type: none"> • Application feels incomplete and/or has many errors • No poise, dress too casual or inappropriate, poor eye contact • Shows no balance of sound mind and sound body • Answers to questions are not convincing, relevant, or sufficient • Does not appear to possess leadership skills • Does not appear to embrace SigEp's values • Candidate is not professional when responding • Inarticulate; unable to communicate effectively • Interviewee needs to be more mature 	10 points or below

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SigEp

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Richmond, VA 23220

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