

University Peer Advisor/Mentor Program Individual Interview

Candidate _____

Reviewer _____

Use five-point scale to rank how well participants answer each question and demonstrate their "fit" for the PA/M role.

- 5 - Excellent; demonstrated strong critical thinking skills; exceeded expectations for answer
 - 4 - Strong/Very good; demonstrated very well; gave thorough answer
 - 3 - Above average/Good; demonstrated enough to expect would be successful PA/M
 - 2 - Average/Moderate; scarcely demonstrated, but was evident
 - 1 - Below average/Barely adequate; would require significant training
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1. Tell us what qualities you possess that would make you a good PA/M and that make you stand out from others.
(Good answer might include: help others; experience helping peers; organized; enjoys (name of school); appreciates advising) **Score:** _____

2. What do you see as the difference in the role of a professional advisor and the role of a PA/M?
(Good answer might include: support/supplement advisors; PA/Ms general/advisor specific) **Score:** _____

3. Give an example of a time that you worked well in an environment with little supervision.
(Follow-up: Tell us about a time when you went above and beyond the call of duty to get a job done)
(Good answer might include: worked independently; took initiative; accomplished task without direction) **Score:** _____

4. Give an example of a time that you worked as part of a team this past year. What communication skills were or should have been important to your group? (Follow-up: What was the outcome?)
(Good answer might include: listening; collaboration; importance of teamwork to outcome; achievement of outcome) **Score:** _____

5. Give an example of a time you established a relationship with a professor and tell why this is important.
(Follow-up – How did that impact you?)
(Good answer might include: reference/recommendations; networking; resource; improvement in class performance; link to campus) **Score:** _____

6. Imagine that you are a PA/M and a student comes in the office to talk to you about frustrations they have encountered in college. This student has always done well in school, but is now struggling academically and feeling overwhelmed. As a result, the student is seriously considering transferring to a school closer to home. What do you say to this student?
Score: _____
(Good answer might include: empathy; self disclosure; suggest resources; referral; ultimately student's decision)

7. PA/Ms are often asked questions to which they do not know the answer. If you were asked a question to which you did not know the answer, what steps would you take, and how would you respond?

(Follow-up: Suppose you had to leave your shift before you could find the answer, or were alone in the advising center?)

(Good answer might include: admit don't know, but will find out; ask other PA/M or staff; research answer; use resources; refer to someone; get back to student; let someone else know to follow-up; list clear steps; organization; think for self)

Score: _____

8. What has been your experience with the advising center, advisors, and PA/Ms?

Score: _____

(Follow-up: How would you respond if someone complained about an advising experience to you?)

(Good answer might include: seen advisor or PA/M for something specific; positive attitude about advising or PA/Ms; listen to complaint/redirect)

9. What are you looking for from this job experience? Be specific.

Score: _____

(Good answer might include: opportunity to help peers; gain knowledge/skills; work with peers/team; better understand higher ed.)

10. *General Impression:*

Score: _____

Does the candidate exhibit good/nice interpersonal skills (seems approachable, not stand-offish)?

Does the candidate use good communication skills including eye contact?

Does the candidate exhibit confidence and composure?

Total Score: _____

Essential Criteria:

- 1. Will you be able to attend training the week *before* classes start? Yes No
- 2. Will you be able to attend training meetings at X:XX xm? Yes No
- 3. Will you make a 1-year commitment? (fall & spring semester) Yes No
- 4. When is your last semester to work?
- 5. Will you commit to working 6-12 hours weekly, each semester Yes No
- 6. Have you registered yet? Did you bring a copy of your schedule? Yes No
- 7. Do you have any questions for us? Yes No

Notes to Mention:

- Expect a **campus** email in about a week.
- If hired, first meeting will be on Month Day, from X:XX-X:XX
- Invite you to “job shadow” this spring; call (contact person) to set that up

Overall Comments:

Recommend Recommend with Reservations Do not Recommend