Interviewing Scholarship Applicants

If your club would like to interview students, please read the information below.

**Discuss with your scholarship committee and board about possible virtual or in-person interviews.**

* Why is it important to hold interviews?
* What do you hope to accomplish in virtual or in-person interview?

**If the scholarship committee decides to hold virtual or in-person interviews, the committee must:**

* Notify Leslie Smith that the committee intends to interview virtually or in-person by December 1.
* Submit **ASP Committee List** by December 1 to OSUAA.
* All members new to the committee reviewing applications must sign the **ASP Confidentiality Form**, either the Word document or DocuSign version
* At minimum, three members who will sit on the scholarship committee must go through a background check and fingerprinting procedure.
  + Results can take up to 6 weeks to be verified therefore the procedure must take place by December 1.
  + Proof of results must be submitted to OSUAA by February 1.
  + Notify OSUAA who took the test, result, and date. Submit paperwork to OSUAA. **ASP Background Check** 
    - The check/fingerprinting may be valid for a few years. Make sure to find out how long and when the process needs to be done again.
    - The cost of the check is at the personal expense of the committee/board member or the club.
* It is the responsibility of the club scholarship leader to locate the business that provides the check/fingerprinting.
  + Each community is different but start by contacting your local police or sheriff’s department for suggestions.

**ASP Interview Location**

* Location and time of interview must be submitted to OSUAA by February 1.
* Location must not be a personal home.
* Select a neutral site, which is accessible for those with disabilities and is centrally located.
* If there is a charge for room rental that is an expense of the club and is not reimbursable.
* If doing interviews virtually, we suggest that the committee be in the same room, again at a neutral location.
* Virtual platform, e.g., Zoom, must be on the club’s account. Purchase of an account is not reimbursable.

**Regarding interview questions**

* Focus on the student responses from their application essays.
* You may use the university Shared Values for interviews as a guide.
* Interviews should last no longer than 15-20 minutes.

**Considerations**

* Not all students/committee members have the ability to travel or pay for travel to an in-person interview.
* Not all students/committee members have connectivity or a home computer for a virtual interview.
* Some students/committee members may have accessibility issues.
* If you are interviewing a student under the age of 18 and NOT admitted to the university (an applicant), the parent *must* be included in the interview, whether virtual or in-person.
  + The student’s status is on the application spreadsheet. OSUAA can confirm status prior to student interviews. OSUAA can also confirm age (over/under 18) but not divulge birthdate.
* To be fair to all applicants, your committee must interview students with the same process, especially to keep the ability to award Ohio State varsity athletes (including walk-on athletes) without NCAA penalty.

**Virtual and in-person interviews are options. Your committee may choose to interview by telephone or not to interview students at all. This is perfectly acceptable and allows for objective, fair review of applicants.**

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