

2002 - How to Interview Prospective Youth Exchange Students

Once the Club Youth Exchange Chair has received all applications for the exchange, a selection Committee should be formed made up of three to five Lions. This Committee would then set the criteria for evaluating the applicants. Each member of the Committee should review each application and rank them. The number of applications may determine how many students to interview. A maximum of five interviews should be sufficient, therefore, the top five applications, as ranked by the Committee, would be contacted for interviews. Please contact all applicants to advise them as to the status of their application and thank them for applying. It may also be a consideration to table some applications for a future Youth Exchange informing the applicants accordingly.

The Committee will then set a date or dates for interviews to be held at a suitable location. This can be at a Member's house, or private boardroom if available, but should be somewhere quiet, with sufficient space to comfortably fit the whole Committee with the student. Contact the students to be interviewed fitting them into time slots allowing 30 minutes each. It is recommended to leave five to ten minutes between each interview to allow the Committee time to prepare for the next interview.

The Committee should create a list of questions ready to ask each student knowing the probable responses. Each Committee member may keep notes on each interview for ranking each student. Do not discuss the ranking of the students until every student has been interviewed.

Try to keep each interviews as similar as possible. It is recommended to give the same welcome and thank you to each student and have the same Committee members ask the same questions, in the same order. Following the same procedure during the interviews will enable the Committee members to more easily compare and evaluate the answers.

After all interviews are completed the Committee may need a short break to allow members time to think about their selections and rankings. It is then recommended for the members to discuss the positive and negative attributes of each student. After this discussion each Committee member will then state his/her final ranking. Normally the decision for first choice is obvious but the Committee may need to vote. If you are sending more than one student on an exchange it may be necessary to repeat the process to select the 2nd and 3rd choices.

Please contact each student as soon as possible after the interviews to thank him or her for attending and advise them of the Committee's decision. Advise the students who were not selected that they are welcome to apply next year, or perhaps apply for the Lions Youth Exchange Leadership Camp in Waterton. For the student(s) selected it is necessary to schedule a meeting with the student and his/her parents or guardians with the Club YE Chairman and some Committee members as soon as possible. At this meeting the Lions Youth Exchange Program can be fully explained and questions can be answered. The Student can also complete the formal International Exchange application form.