
This document deals with the process of Interviewing/Selection and what the DYEO needs to do to move the successful interviewee on to the next stage.

Student Interview and Selection

The most common questions which Rotarians ask when about to set off to interview a student for Youth Exchange are 'What are we looking for' and 'What do I say if they ask me something to which I do not have an answer?'

The materials in *OB3A: Student Interview Support Pack - the Interview and the Student* ([download here](#)) and *OB3B: Student Interview Support Pack – Essential Background Information for the Interviewer* ([downloadable here](#)) are compiled to assist interviewers as they prepare for the student's Home Visit, as well as information which they will need during the interview itself.

The pack needs to be made available to interviewers in whatever form is convenient prior to the interview. In particular interviewers should leave copies of **CP9A** or **CP9B** (as applicable) with students and families after the interview so that they can read it before signing the application form.

The Student Interview Support Pack is in two sections:

OB3A: The Interview and the Student: Outcomes of the Home Visit
Selecting Student – What are we looking for?
Student interview Checklist for any Exchange Programme
Interviewing - Be Prepared for Questions

OB3B: Essential Background Information for Interviewers:

An Interviewer's Guide to Exchange Programmes

CP9A/9B: Rules and Conditions of All Programmes

IF1: Cost of Exchange Programmes to District, Clubs and Students

Interviewing STEP Candidates (see also ****below**)

The parents of potential STEP students need to be interviewed for hosting on the same occasion as the student interview, if possible, as a decision to go ahead will only be possible if both student and parents are suitable.

Be aware, however, that the 'parents' who are at an interview for the benefit of the student may not be family who would be hosting the inbound student – maybe a step parent is involved. It might not be possible in these circumstances to conduct both interviews at the same time.

It is not a foregone conclusion that parents of potential outbound STEP students are suitable to host. Additionally the house will be under scrutiny and you should ask to see where an inbound student would sleep.

If you would not be happy for your child or grandchild to be hosted by the family or you have any doubts, whether it be welfare, safety or other concerns, the application must be turned down.

Interviewers of potential STEP parents need to be given access to the following:

See *IB3: Host Family Selection – all programmes*, more general information and in particular *IB3S: The Host Family Selection Pack for STEP* which meet the needs of anyone interviewing STEP students. Both are downloadable.

****Be aware that interviewers of registrants for Camps who are of high school age could switch their interest to STEP during interview. It is therefore necessary to ensure that all interviewers have access to the materials concerned with interviewing parents.**

The Successful Interviewee – the Next Stage

After the Interview

It is very important that the club should decide as quickly as possible about whether or not to accept a student. The fact that the club is engaging in the interview process should indicate a willingness in principle to accept a suitable candidate but the DYEO may need to bring heavy persuasion to bear to curtail 'due process' so that the next stage can commence.

As soon as they know the result of a students' club interview the DYEO informs the student and the relevant Coordinator and then updates the status of the student to ACCEPTED/REJECTED/WITHDRAWN.

The DYEO then customises and sends the student the relevant booklet –

OB3C: An Outbound C&T Applicant's Guide to Rotary Youth Exchange ([downloadable here](#))

OB3L: An Outbound LTEP Applicant's Guide to Rotary Youth Exchange ([downloadable here](#))

OB3S: An ~Outbound STEP Applicant's Guide to Rotary Youth Exchange ([downloadable here](#)).

The booklet gives the student access to the application form, among other important information for the student, as listed below The DYEO needs to emphasise the need to read it.

- The Application Process and the Administration Fee
- Placement - how it works for the relevant programme
- Orientation
- Insurance for Outbound Students

The Programme Coordinator also communicates with the successful student, issuing the letter requesting the administration fee. Once payment has been received the student's online status is changed to PAID.

In their communications with the student both DYEO and the Coordinator emphasise the fact that Placement (or being put on the Camps mailing list) will only begin once the Coordinator receives a fully completed application form and has confirmation that the fee has been paid.

For further details on the Application process see *OS5: WEBAPP– the Online Application System in GB & Ireland.*
