Overview and Interview Procedure

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PURPOSE OF THE ALUMNI ADMISSIONS ORGANIZATION (AAO)

The Alumni Admissions Organization aids the Office of Admissions in:

**Conducting** evaluative interviews of candidates who are unable to visit campus. Our applicant pool is rapidly becoming more qualified and geographically diverse. Candidates unable to visit campus before our deadline rely on alumni for evaluative interviews.

**Stimulating** interest in Kellogg by providing updated information about its programs to prospective students. Typically, AAO members are more recent graduates of Kellogg (graduating within the last seven years). The exception to this practice occurs in locations where demand for interviews is high or where there are few alumni.

**Increasing** the yield of accepted applicants by promoting the advantages of a Kellogg education and enhancing our reputation through personal contact.

Additional AAO Activities: Throughout the year, candidate receptions are held in several major cities. If you live within a reception area, we encourage you to attend. These receptions are great opportunities to gather informally with students and alumni volunteers in your area, to help answer questions about Kellogg programs and to promote the strengths of the school by sharing your recent accomplishments with potential applicants.

PURPOSE OF THE ALUMNI INTERVIEW

The Admissions Committee requires an applicant to request an evaluative personal interview with a member of the Admissions Staff or with an official Alumni Admissions Organization member. The interview is invaluable in assessing an applicant's level of maturity, interpersonal skills, career direction and placement potential -- qualities that the Committee considers essential to a successful career at Kellogg.

In addition, personal interviews with recent alumni allow prospective students to learn more about Kellogg from first-hand experiences. More than 1400 alumni throughout the world conduct evaluative interviews, affording the Office of Admissions greater geographic coverage and simplifying the interview process for all applicants.
INTERVIEW VOLUME

- The interviews in each admissions cycle start in late August/early September and continue through early May. Each cycle consists of three rounds.

- We will do our best to assign you no more than seven interviews per admissions cycle and no more than four interviews per round.

- You may receive more than one interview assignment at a time. This is normal. Please conduct them as soon as possible and let us know if there will be a delay.

- If you know ahead of time that there is a limit to the number of interviews that you can conduct, please let us know by emailing ksm-ao@kellogg.northwestern.edu.

YOUR AAO PREFERENCES

We use the contact information and location listed in your AAO Preferences to assign you to candidates. Whenever any of your contact information changes, please update your AAO Preferences by going to the Profile Update on the Alumni website and selecting AAO Preferences from the menu on the left. Be sure you are in the Alumni Interviewer Contacts section.

*Please note that your AAO Preferences are not automatically updated when you update your contact information in the Alumni Directory.

PROCEDURE FOR INTERVIEWING CANDIDATES

1) The applicant requests an alumni interview on his or her application.

2) When the Office of Admissions receives the application, we assign an alumnus to interview the candidate. Interviewers are assigned based on geographic proximity and, when possible, by program.

3) The alumnus receives an email from the Office of Admissions listing the name(s) of the candidates who will be contacting them to schedule an interview. If you are aware of a personal bias that might affect your objectivity (e.g. the candidate is a coworker or friend), or if your workload prevents a timely interview, please contact us immediately and we will reassign the interview to another AAO member.

4) After the alumnus has received the assignment, the candidate receives an email from the Office of Admissions that provides the alumni interviewer’s name, email address and preferred phone number(s).

5) It is the candidate's responsibility to contact you. Once the candidate contacts you, please arrange the interview for the earliest convenient time. We give the candidate 21 days from the receipt of assignment to schedule and complete the interview.

6) All candidates have been instructed to email a copy of their resume to you.
• Some candidates may also bring a copy of their application or essays. Please do not review essays and/or give feedback on a candidate’s chances of acceptance.

• The interview length should be comfortable for both you and the candidate and typically lasts between a half an hour and an hour.

• You will want to choose a quiet location such as an office (where there are no disruptions) or a quiet hotel lobby. If you do decide to meet for coffee, please make the candidate aware that the bill will be shared. Please do not meet at your home or apartment as candidates are not pre-screened in any way.

7) After conducting the interview, please complete the report form and email it to us within one week of the interview. You may obtain a blank report form on the AAO Private Site.

8) The Office of Admissions places applications on hold until we receive a candidate's interview report. If a report is late, the applicant's decision is delayed. Our office will follow up with you if we have not received a report.

*Please save a copy of all of your reports in a convenient location in case one is lost in transit.

FOLLOW-UP

We will send the final admissions decisions to alumni at the end of each round. Please do not be discouraged if a final admissions decision counters your interview recommendation. There are many applicants who appear very strong in an interview setting but are not competitive in their overall application. The interview is just one part of the application and often does not provide a full picture of the candidate, so the reasons for the decision may not be apparent from the interview alone. The application as a whole and the characteristics of the entire applicant pool play a part in this decision.

Deny
If a candidate is not offered admission, he/she may contact you for feedback. Please let them know that it is our policy not to provide feedback. Please do not offer feedback on the interview as that feedback may or may not correspond with why they were denied. If they have any questions about this policy, please forward them to our office.

Waitlist
If a waitlisted candidate calls, please encourage the applicant to be patient as we will inform them of our final decision by early summer. Tell the candidate to direct any questions to their waitlist manager at the Office of Admissions. Please do not provide feedback as the interview alone does not provide a full picture of the candidate’s application.

Admit
Once you receive notice of a candidate’s admission to Kellogg, we encourage you to phone the person and congratulate him/her. Also, please volunteer to answer any questions the person may have about life as an MBA student in Evanston. Candidates greatly appreciate personal follow-up; it often positively affects their decisions to accept our offers of admission. Written or verbal reports are not necessary after follow-up activities.