



# INTERVIEWER TRAINING GUIDE

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## HELPFUL LINKS

[Interview Portal](#)

[Training Modules](#)

[Zoom Meeting](#)

**Last Updated: February 29, 2024**

# PREPARING FOR INTERVIEWS

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## 1. SET UP WIZEHIVE ACCOUNT

You should have received an email from WizeHive to set up your interviewer account. Make sure you do this before anything else!

## 2. COMPLETE WIZEHIVE TRAINING

After setting up your WizeHive account, complete the Interview Training Module.

[HTTPS://THENEXTSTEPSTL.ORG/INTERVIEWMODULES](https://thenextstepstl.org/interviewmodules)

## 3. INTERVIEW FILES ASSIGNED

Everyone will receive an email and text by **Monday, April 15th**, to let you know when your files are ready for review in the portal.

Your email will contain the following:

1. Zoom interview link
2. Interview Schedule
3. Link to the Interview Portal

## 4. REVIEW INTERVIEW FILES

- Read all of your files on the portal in advance of the interview. This is very important!
- Some interviewers prefer to print and read their files. If you do this, please be sure to shred them after the interviews are over.
- If a piece of information is missing, please let us know.
- There is no longer a separate history form. You can find historical scholarship awards on the profile form, and the volunteering and grades are self-reported and located on the application.

## 5. CONNECT WITH YOUR INTERVIEW PARTNER

Connect with your interview partner **BEFORE** your interview session to ensure interviews run smoothly.

- Decide who will take the lead to start the interview
- Determine which person will be the liaison with Beth during the interview
- Make sure you exchange contact information with each other if you don't already have it

# ZOOM INSTRUCTIONS

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## 1. JOINING THE ZOOM

The Zoom link will be in your interview email and on the calendar invite.

- The Zoom link is the same for all interviews
- Log on at least 10 minutes before interviews are set to begin
- Beth will let you in from the waiting room. Test your audio and video while waiting.

## 2. JOINING YOUR BREAKOUT ROOM

After all interviewers have joined the Zoom for the session, Beth will assign everyone to their breakout rooms.

- You will get a message asking you to join your breakout room.
- Select **JOIN**, and you and your interview partner will be placed in the breakout room.
- This room will remain the same throughout your entire session. Don't leave your room between interviews.

## 3. STARTING THE APPLICANT INTERVIEW

Applicants will remain in the waiting room until someone from the team texts Beth at **802.399.6030** that they are ready.

- Use the applicant's name when you send your alert.
- Beth will then send them to the breakout room, at which point you can begin the interview.
- Only the interviewers and the applicant are in the breakout room.

## 4. TECH TIPS

- If you need help at any time, Beth is available. You can text her or leave your breakout room to return to the main meeting room.
- Log back into the meeting if your connection drops, and Beth will put you back into your breakout room.
- Please do not use a phone to try to do interviews; it does not work well.
- If you are taking a break between interviews, make sure you turn your video and audio off.
- Before beginning the discussion with your interview partner, ensure the applicant has left the meeting. If in doubt, ask Beth.

### ZOOM LINK

<https://us02web.zoom.us/j/87482428233?pwd=ekp6Y0luMUNSVk1ybWlrZkJTMFh4Zz09>

Meeting ID: 874 8242 8233

Passcode: 398603

**BETH'S CELL: 802.399.6030**

# CONDUCTING THE INTERVIEW

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## 1. PREPARE YOUR FEEDBACK FORM

Complete these steps before the applicant joins the interview

- Click on the applicant's name on your review portal to pull up their application
- Click on the BLUE Submit Feedback button to pull up the feedback form
- Fill in the applicant name, date, and interview team on your feedback form

## 2. INTRODUCTIONS

- When the applicant joins the breakout room, introduce yourself.
- Applicants are often very nervous, so do your best to put them at ease with a friendly welcome.

## 3. ASK EVALUATION QUESTIONS

- Follow the order of questions on the feedback form
- You can fill out your answers and scores during the interview or take notes to complete the form later.

## 4. INTERVIEW BULLET POINTS

- After you finish the questions on the evaluation form, you will go through the Interview Bullet Points on page 6.
- We recommend you print these out to have during the interview.

## 5. QUESTIONS FROM APPLICANT

- Allow the applicant to ask questions.
- If you don't know the answer to a question, email Beth so she can follow up.

## 6. CONCLUDING INTERVIEW

- When the interview is complete, let the applicant know to select the **Leave Meeting** button to end their interview.
- The interview should last 20-25 minutes to allow for evaluation and discussion with your interview partner.

# EVALUATION AND DISCUSSION

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## 1. EVALUATION AND DISCUSSION

Make sure the applicant is gone from the breakout room before you start the discussion!

- Discuss with your interview partner how you are scoring the applicant. The feedback form will tally the total from the five scored questions.
- You and your interview partner do not have to have the same score.
- Make thorough notes for the Scholarship Committee to review.
- If someone is a good candidate for a video or speaker role, there is a place on the feedback form to note that.

## 2. DETERMINE THE RECOMMENDED AWARD

- Decide what amount you would like to award the applicant. The maximum amount for 2024 is \$5,000 for undergraduate and vocational/technical/certificate programs and \$3,000 for graduate/PhD programs. The maximum for a Kansas City applicant is \$2,500.
- When awarding, consider their score and if they are a new applicant. We do not award first-year applicants the maximum amount.
- We typically only award the maximum amount if an applicant scores 24 or 25.
- You and your interview partner do not have to agree on the amount awarded.
- If you believe the applicant is a candidate for the Barbara Murphy or Gina May Wiese scholarship, please check that on the feedback form.

## 3. COMPLETE YOUR FEEDBACK FORM

- When you have finished your feedback form, click the blue Submit button.
- If you need more time to fill out your form, you can click the Save Draft button and return to it later.
- Interviewers must complete their feedback forms promptly so the Scholarship Committee can complete their final review and recommendation.
- WizeHive will notify us of completed feedback forms.

# INTERVIEWER BULLET POINTS

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Please print this to review each item with the applicant at the end of the interview.

**The first 3 items will be recorded on the feedback form!**

1. The primary volunteer this opportunity is the Scholarship Celebration on **Saturday, October 5th**. Ask them to save the date on their calendar. They can also write thank you cards, provide their story for marketing purposes, volunteer at community events, or do other tasks we might have during the year.

**Emphasize the importance of the dinner and why we need recipients to attend!**

2. **Review Grade Policy:** All grades must be reported in a timely manner. If their GPA for the semester is below 2.0, they may not be eligible to receive funds the following semester.
3. **Review Use of Fund Policy:** Do you understand that The Next Step scholarships can only be used for books and tuition? TNS does not pay for living expenses. If a refund is accidentally issued to you, you must return the funds to The Next Step.
4. We will review each application and notify all applicants of our decision by May 15th. Applicants will receive a text and an email to check the portal for their award letter.

For new applicants only: new recipients must attend an orientation session in June (to be determined).

5. If you are awarded funds, you must notify The Next Step of any changes to your education (dropped classes), changes to your recovery, or email and mailing address changes.
6. Failure to meet deadlines, report grades, or inform us of pertinent changes to your recovery may result in forfeiture of scholarship funds.
7. Beth Robinson is your point of contact for all inquiries. The fastest and preferred communication method is by email: [scholarships@thenextstepstl.org](mailto:scholarships@thenextstepstl.org) or text: 314.719.2880.

**Please remind applicants they will get notifications via text AND email, so keep their email and phone number updated.**

# LOCAL TUITION PRICING

This is a general guide for tuition at the most common schools our applicants are attending. This can be useful when determining tuition needs, keeping in mind that all schools have additional fees not included in tuition.

Educational Institution	Undergraduate	Graduate
St. Louis Community College	\$122 credit hour	
St. Charles Community College	\$111-\$297/credit hour	
Ranken Technical College	\$16,200 plus tools	
University of Missouri - St. Louis	\$396/credit hour	\$548/credit hour
Webster University	\$30,530 year or \$460/credit hour	\$520-\$930/credit hour
Maryville University	\$24,766 year or \$781/credit hour	\$449-\$813/credit hour
Saint Louis University	\$45,800 year + fees	Varies
Washington University	\$59,420 year + fees	\$57,570 year + fees
Lindenwood University	\$495-\$637/credit hour	\$540-\$845/credit hour
Missouri Baptist	\$1046/credit hour	\$696/credit hour
Goldfarb School of Nursing	\$770/credit hour	\$834/credit hour
Southwestern Illinois College	\$118-\$204/credit hour	