

Interview Management in Admissions Visits

Updated Jul 16, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

Admission Interviews are the formal time in which members from the Admissions Office meet with an applicant and/or applicant's family and interview them to determine the fit for the school. Schools can record interview times within the large context of an Admissions Visit and enter detailed notes about the interview to refer back to later in the decision making process.

Scheduling

There are several ways to schedule an admissions interview in Veracross. An interview can be entered in the context of the applicant's Admissions Visit, entered through the Admission Portal and tracked as an individual event, or simply recorded as basic time and date information.

Review the interview scheduling options below and select the link to the documentation article to read more about the interview option in context.

Visits (Group Events)

The screenshot shows the 'Admissions Visit' interface in Veracross. The top navigation bar includes 'Admissions' and 'Admissions Visit' tabs, along with an 'ADD ADMISSIONS VISIT' button. The main content area is titled 'GENERAL' and contains a yellow informational banner with instructions: '1. Under "Visit Attendees", select the Prospect/Applicant that will be visiting. The Visit Role should automatically default to "Prospect". 2. (if applicable) Select an Interviewer and set the Visit Role to "Interviewer" 3. (if applicable) Se...'. Below the banner are several input fields: 'VISIT DATE' (calendar icon), 'START TIME' and 'END TIME' (time pickers), 'DESCRIPTION' (text area), 'TOUR GUIDE' (searchable dropdown), and 'TOUR NOT NEEDED' (checkbox). The 'Interview' section includes 'START TIME' and 'END TIME' pickers, 'ENTER INTERVIEW NOTES' (text area), and 'INTERVIEW NOT NEEDED' (checkbox). There is also a 'NOTES' text area, 'ATTENDEES EXPECTED' (dropdown), and 'FOLLOW UP' (dropdown with 'Not Needed' selected). A sidebar on the left shows 'General' and 'Available Tour Guides'.

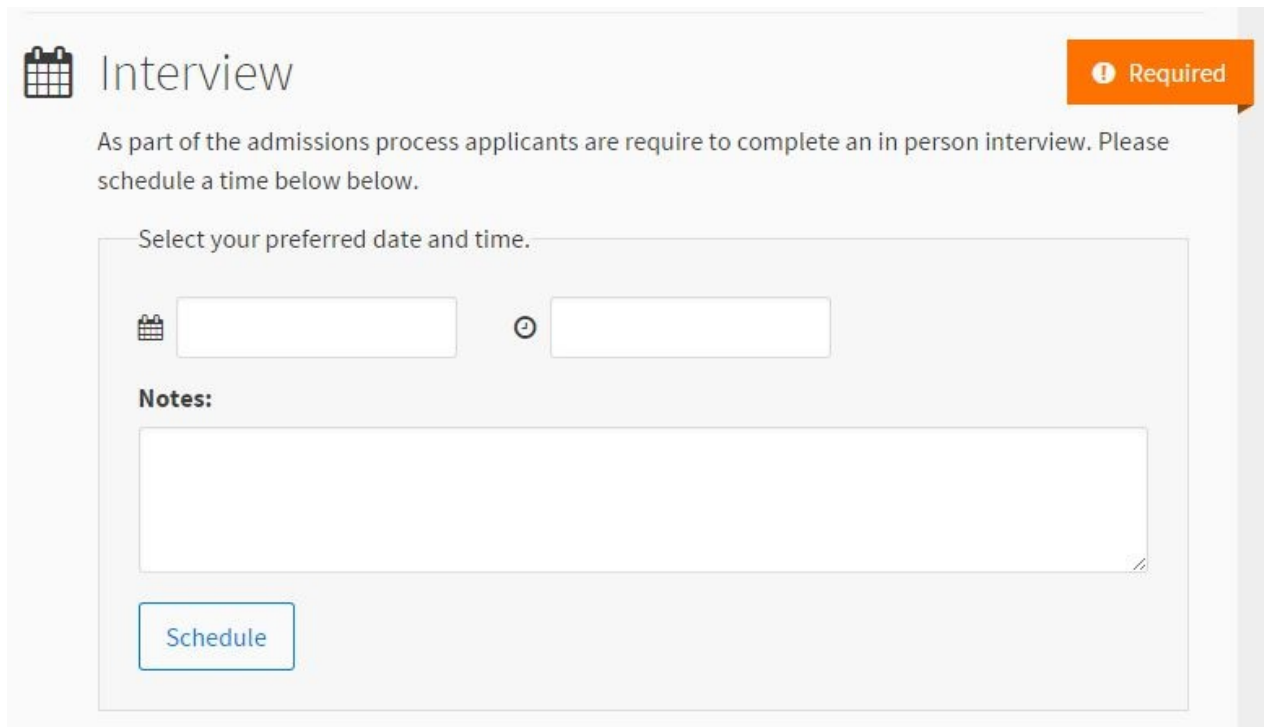
Interviews are often scheduled during the applicant's Admissions Visit. From the Visit detail screen, enter the interviewer start and end time and add all people who are attending the interview in the "Visit Attendees" input grid.

Scheduling interviews from the Visit detail screen is the Veracross recommended approach.

Information entered from the Visit detail screen automatically updates the Interview tab on the Candidate detail screen. Individual event records are also created for each attendee entered in the “Visit Attendees” input grid.

Learn more about [scheduling interviews with the Admission Visit](#)

Admission Portal Event Sign-up



The screenshot shows a web form titled "Interview" with a calendar icon. A red "Required" badge is in the top right. The text reads: "As part of the admissions process applicants are require to complete an in person interview. Please schedule a time below below." Below this is a section titled "Select your preferred date and time." containing two input fields: a date field with a calendar icon and a time field with a clock icon. Underneath is a "Notes:" label followed by a large text area. At the bottom left is a "Schedule" button.

Schools that use the Admission Portal can configure an admission checklist item to allow applicants to select their own interview time that works best with their schedule. An individual event record is created with the Event Type “Interview Prospect” for the applicant’s interview with the date and time they selected from the portal. Each individual event may then be processed by the Admissions Office. All communication of confirmed events occurs in the Admission Portal and through automatically sent confirmation emails.

Learn more about [scheduling and managing interviews through the Admission Portal](#)

Interview Date and Time Tracking

Schools that are only interested in tracking basic information about an applicant’s interview such as date, time, and interviewer can track this information on the Interview tab on the Candidate detail screen. This scheduling option assumes the school uses another third-party system to manage event scheduling.

Learn more about [tracking interview information](#).

Interview Notes

The “Interview Notes” field on the Interview tab on the Candidate detail screen is where all interview information such as summary of the interview, individual interviewer notes, etc. are tracked. This ensures that all interview information is tracked in one common location even if there are multiple interviews conducted for the applicant, or multiple interviewers entering notes.

How notes are entered for the interview is entirely up to the school, but the following provides two tips for managing multiple interviews and/or multiple interviewer notes.

Multiple Interviews

For each interview conducted start the notes with the date and summary of the interview. Notes for the interview can then be recorded under each header to ensure they remain organized. It is a good idea to number and/or label the interviews as they occur so there is an accurate and detailed record of how each interview contributed to the admission decision making process.

NOTES

10/28 Interview 1

Winnie did well with this interview.

CN: I liked her energy and enthusiasm.

DM: I think she is a good fit with our athletic and academic expectations.

11/3 Interview 2

We wanted to have a follow-up with the coach to discuss W's potential in swimming. She shows real promise to be one of the stars on our swim team but seems reluctant to commit to sports given the academic rigor of our school.

HJ: Winnie is a strong athlete and would be an excellent addition to our team. Given her performance so far we believe she is what we need!

CN: Sports is just one aspect of our school. I am concerned about W's ability to handle our academic expectations.

Multiple Interviewers

Each interviewer should record his/her notes within the "Interview Notes" field. Prefix the interview note with the date and the interviewer's initials (e.g. 10/28 ES:).

Interview Checklist Item

Due to the flexibility surrounding the Admission Interview process, Veracross has opted not to build any automation surrounding the Admission Interview checklist item. When an interview has been deemed complete, the complete tag must be updated manually by users.

NOTES

10/28 CN: I liked her energy and she is clearly talented. I know Coach Jenson is particularly interested in her for her ability on the swim team, but I do have a concern about her academic performance. Winnie herself has expressed anxiety over the athlete/student balance.

10/30 HJ: Winnie is a strong athlete and would be an excellent addition to our team. Given her performance so far we believe she is what we need to get us to States.

10/31 DM: Winnie meets all of the qualities we expect at our school. She has a spirit of enthusiasm that is infectious!