

## For CAAP Interviewers

### INTERVIEW LOGISTICS

- You should expect to receive interview requests *via email* beginning in mid September through December 15<sup>th</sup>.
- Interview assignments will be emailed to you by Lisa Sawyer ([CAAP@conncoll.edu](mailto:CAAP@conncoll.edu)). Lisa will assign interviews based on the level of commitment you indicated on the CAAP Registration Form.
- It is assumed that as an “active” CAAP interviewer you will meet with your assigned students and complete the write-ups. It is *not* necessary to reply to the interview assignment email.
- Within a week of receiving the interview assignment you should contact the prospective student and arrange a meeting.
  - Suggested interview locations: coffee shop, library, home or work
- Interview write-ups should be completed in a timely fashion. Please refer to the sample interview write-ups and guidelines that follow.
- Submit interview write-ups by email to [CAAP@conncoll.edu](mailto:CAAP@conncoll.edu) with the following subject header: Last Name, First Name (Date).
- The interview assignment email sent to from the [CAAP@conncoll.edu](mailto:CAAP@conncoll.edu) address will read as follows:

Dear CAAP Interviewer,

You are assigned to interview the following student. Please contact and meet with him or her within the coming week. Your interview write-up should be submitted as soon as possible by email to [CAAP@conncoll.edu](mailto:CAAP@conncoll.edu) with the following subject header: Last Name, First Name (Date). Please do not reply to this email unless unforeseen issues arise and you cannot complete the interview. For general interview questions please contact Dara Granoff ([dara.granoff@conncoll.edu](mailto:dara.granoff@conncoll.edu)).

Thank you for your time and continued commitment.

**Full Name:** Suzanne Smith

**Nick Name:** Suzy

**Address Line 1:** 10 Camel Way

**City:** New London

**State:** CT

**Zip:** 06320

**Email:** GoCamels@aol.com

**Phone:** 860-444-4444

**Current School:** Somewhere High School

**Academic Interests:** English, Political Science

**Extracurricular Interests:** Community Service, Soccer, and Reading