

### Interview Tips

Many people who award scholarships view the interview as the most important part of evaluating a candidate. If you are offered an interview, it means that the interview committee saw something they liked in your application. Everything you do and say is being evaluated so look and act your best to give yourself the best chance for earning the scholarship award. Follow these tips to increase your interviewing effectiveness:

1. **Be early to the appointment.** Fifteen minutes is usually about right to make sure that you find the interview location without trouble, arriving at the office about five minutes early.
2. **Look and act professionally.** For this scholarship interview, a nice pair of pants and button-down shirt is appropriate for men and a dress or a blouse and dress slacks are appropriate for women.
3. **Bring an extra copy of your application.** You can also bring examples of past work such as a portfolio.
4. **Be confident.** Talk about your strengths and abilities with pride, but do not be cocky or conceited. Make eye contact. Let the interviewers know you are deserving of the scholarship award.
5. **Be enthusiastic.** Show that you are excited to continue your education. If you are lacking necessary skills, show that you are willing to learn these skills to help you be successful in school.
6. **Know the award requirements and the foundation.** Know the qualifications and requirements of the scholarship award and be prepared to show why you are the most deserving candidate. Be familiar with the unique nature of Columbia Gorge Community College and know what it means to earn a college foundation scholarship.
7. **Practice.** Do not be afraid to practice interviewing with friends or family on questions you think you might be asked. Think of examples of when you were at your best as it relates to you, higher education and your community involvement. Practicing can help you be calm and confident during the interview.
8. **Be prepared with your own questions.** Many interviewers will give the candidate the opportunity to ask questions at the end of the interview. Have a few good questions ready about the scholarship responsibilities, opportunities and other questions related to the scholarship award.
9. **Follow up.** Be sure to ask about what will happen next in the awarding process. Should you call to follow up? Or, will the foundation contact you about the next step?
10. **Write a thank-you note.** Make sure to send a note of appreciation to the interviewers and foundation for their consideration.

Through proper preparation and conduct, you can be at your best during the interview and give yourself the best chance for success. To help you prepare, consider looking at some examples of questions you may be asked in an interview as well as good questions to ask in an interview:

Questions you may be asked:

1. Tell us about yourself.
2. What are your career goals and what do you want to accomplish at Columbia Gorge Community College?
3. Where do you see yourself in five years?
4. What are you doing now to prepare you for your career?
5. Tell us why you want this scholarship. What kind of difference it makes in your ability to go to school?
6. What is your favorite college class (or high school class, if you are a new student) so far?
7. What do you like to do when you are not in school?
8. This is a tuition only scholarship; how will you pay for your books, transportation, childcare, etc.?
9. What specific classes will you take at CGCC?
10. Do you have any questions related to the application?

Good questions to ask in an interview:

1. What would I be expected to accomplish or participate in, if awarded this scholarship?
2. What are this foundation's most important current projects?