Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Documents**:

Y / N Y / N

Student Employment Packet □ □ Passport/License/SSC □ □

Resume □ □ Release Waiver □ □

Work Study □ □

**Rating Scale:**

*5 –* ***Much more than acceptable*** *(significantly above criteria required for successful job performance)*

*4 –* ***More than acceptable*** *(generally exceeds criteria required for successful job performance)*

*3 –* ***Acceptable*** *(meets criteria required for successful job performance)*

*2 –* ***Less than acceptable*** *(generally does not meet criteria required for successful job performance)*

*1 –* ***Much less than acceptable*** *(significantly below criteria required for successful job performance)*

**General Interest**: \_\_\_\_ / 15

\*1) Why are you interested joining in the Conversation Partner Program?

1 2 3 4 5 [*Skills:* *Motivation, Independence, Potential, Talent*]

\*2) What do you consider to be the most important responsibilities of a conversation partner?

1 2 3 4 5 [*Skills:* *Motivation, Independence, Potential, Talent*]

3) Describe any previous experience working with international students or people who are English language learners. 1 2 3 4 5 [*Skills:* *Motivation, Independence, Potential, Talent*]

**Situational & “On the Job” Questions**: \_\_\_\_ / 15

1) As a conversation partner, you will be exposed to a wide range of cultures, practices, and beliefs. How do you show others that you respect them even when their cultures and beliefs are different from your own?

1 2 3 4 5 [*Skills: Patience / Openness / Flexibility / Communication*]

\*2) You are working one-on-one with an international student, but it is difficult to find things to talk about with the student. The student offers no suggestions of things to do and provides very short answers to your questions. What would you do in this situation?

1 2 3 4 5 [*Skills: Independence / Flexibility / Problem Solving / Communication / Creativity*]

\*3) Problem solving: Tell me about a situation where you had to solve a difficult problem. Did you use any resources, such as other people or groups, to help you solve the problem? What was the outcome?

1 2 3 4 5 [*Skills:* *Motivation / Independence / Teamwork / Resourcefulness*]

4) Imagine that I am an international student who has requested a conversation partner in order to learn more about the culture at the University of Oregon. What aspects of the UO would you be most excited to share with me?

1 2 3 4 5 [*Skills:* *UO Involvement / Independence / Enthusiasm / Resourcefulness*]

**Communication and Administrative Responsibilities** \_\_\_\_ / 5

\*1) What qualities do you appreciate in a supervisor?

1 2 3 4 5 [*Skills:* *Integrity / Responsibility / Enthusiasm / Resourcefulness*]

\*2) Good organization and time management skills are essential to this position.. Conversation partners set their own hours with their students, work a minimum of six hours per week, and manage their schedules independently. They also need to meet deadlines, such as submitting their time sheets on time and completing essential feedback surveys on time, and attend some required trainings. Explain what tools you use to effectively manage your time.

1 2 3 4 5 [*Skills: Independence / Time Management / Responsibility / Trust / Communication*]

**Final Questions/About the Position [Not Scored]**

1) Conversation partners are required to work a minimum of 6 hours per week.

a) How many hours per week would you like to work? \_\_\_\_\_\_\_\_\_\_

2) Conversation partners who wish to work in OS classes, ISS classes, and at our drop-in Help Desk are required to attend specific trainings in addition to the six-hour requirement. Do you have any questions about the possibility of being a classroom tutor? (Refer students to Handbook)

3) Do you have any final questions for us?