



MPS Interviewing Best Practices

Chapters' abilities to implement the following will vary based on resources, manpower, campus culture and IFC policies. The Administrative Office staff can help create a plan that works on your campus.

Scheduling Interviews

Option 1. Meet on or near campus: Interviewers can meet the applicants in the student union or a coffee shop near campus. This can be convenient for the interview team and the applicant, particularly if you can interview him while he is in town for new student orientation or if your school attracts mostly local students. Most campuses allow students to reserve conference or study rooms. This allows for more privacy and guarantees there is a spot for you to hold the interview. This is the logical option for deferred recruitment chapters.

Remember, because the Men of Principle Scholarship is separate from recruitment, it is recommended to not conduct interviews in the chapter facility, which can be intimidating for applicants and distracts from the goal of building a genuine person-to-person relationship. Instead, choose a neutral site with an upbeat and welcoming environment that sets the interviewee at ease.

Option 2. Meet Remotely: Technology can allow interviewers to meet with applicants who are out of the area via web tools like Zoom or Skype. This allows for further convenience and reach when conducting MPS interviews. If the candidate is from a nearby town, you may also consider scheduling an interview near their home.

Preparing for the Interview

What to wear: It takes seven seconds to form a first impression. Your appearance at MPS interviews will create an impression not only of yourself, but of the Fraternity and of Greek life at your college/university. Be sure to dress appropriately. Business casual attire is usually the most appropriate but tailor your attire to the environment and room where you're hosting the interview. Tell the applicant how you will be dressed and say that *he may wear whatever he feels most comfortable in*. Ultimately, you want the candidate to feel comfortable while appearing professional. Allowing a candidate to wear pajamas does not connote a serious interview but requiring him to attend in a coat and tie may be intimidating. Make note of applicants who exceed expectations.

Pre-interview

- Call the applicant 24-48 hours prior to the interview to confirm and remind them of the date, time and location.
- Review the candidate's application. Make note of any interesting or ambiguous information.
- Be prepared and bring something to take notes on.



MEN OF PRINCIPLE SCHOLARSHIP

Conducting the Interview

Introductions:

- Introduce yourself
- Get to know the candidate through small talk about sports, weather, university, etc. “Describe yourself in one sentence” sort of question will give the interviewer some great insight.
- Introduce the Fraternity (briefly) and the purpose in giving the scholarship.
 - This is your chance to highlight what makes Beta so great. Discuss the Men of Principle initiative and how Beta is not a stereotypical fraternity. Practice this with your interview committee before the real interview.

Questions:

- Lead into the interview and let the candidate know you appreciate him applying for the scholarship.
- Some sample questions include:
 - “What is your most significant leadership experience? How was it challenging?”
 - “Who is your hero/role model? Why? What is it that you admire most about them?”
 - “What do you want your legacy to be here at ____ after you leave? How have you been, or will you be able to make that happen?”
 - (*Mutual Assistance*): “Please describe your perspective on student involvement and community service.”
 - (*Intellectual Growth*): “Please describe your anticipated academic and professional interests at the university and following graduation.”
 - (*Trust*): “Please describe a situation when you had to put utmost trust in someone else to accomplish a goal or task.”
 - (*Responsible Conduct*): “The university has a code of conduct that it expects students to uphold. How do you interpret that code and how does it reflect in your daily actions?”
 - (*Integrity*): “Please describe a time where you were put in a difficult moral situation that challenged or made you question your personal values.”

Wrap Up:

- Conclude the interview and answer any questions the candidate may have regarding the scholarship process. Afterwards, conclude with one or more of the following statements:
 - “These are great answers! Thanks for letting me get to know you on a deeper level.”
 - “Thanks again, (NAME), for coming to our interview ...”
 - “The winner will be announced at our scholarship banquet, which takes place (DATE) at (TIME) in the (LOCATION). I’ll send you an email so you have that information.”
 - “We will know the winner(s) on DATE and he/they will be notified by phone. Everyone else will receive an email.”
- Move all interview materials to the side and ask if the candidate might have any questions about the Fraternity. Emphasize how their interest has no bearing on the scholarship process.



MEN OF PRINCIPLE SCHOLARSHIP

- “Before I wrap things up here, I just want to make sure that any questions you have about the Fraternity have been answered. What questions do you have about Beta Theta Pi?”
 - If a candidate has any questions, feel free to answer them.
 - If he would like materials on the organization, such as a recruitment brochure, event calendar or other related publications, provide them only at his will.

Follow Up

A professional and timely follow-up will leave a great impression. It may not be realistic to send a handwritten thank you note to each person you interview but sending one to ideal candidates will prove to have a great return on your investment of time.

If you choose not to send a handwritten follow-up, an email is also appropriate. If they take the time to go through the interview process, you should send them a thank you email. This is also a good time to include a reminder about the remaining steps in the scholarship process, including any key dates such as an awards banquet.

Selecting Recipients

If the steps above were followed properly, the selection process should be somewhat easy. The interviewers should meet following the conclusion of all interviews to discuss the candidates using the selection process/criteria previously established for scholarship award recipients. Remember, the Men of Principle Scholarship can be divided among several candidates, but the scholarship usually receives more applications if you can publicize a larger scholarship amount.

Remember: The Men of Principle Scholarship should be used as a recruitment tool only as a catalyst to create friendships with great students across the campus community. The relationships created can then introduce scholarship candidates to the Fraternity.

It is imperative that the scholarship recipient is not selected based upon the likelihood of his joining the Fraternity. Any scholarship candidate who was solely interested in the scholarship money would likely not make for a good active member. Nor would a “locked in” potential new member who needs the “most help” to pay for the financial obligations of membership make for a good active member – doing so would only hurt the chapter in the long-term as that member may not be able to pay membership dues in the future.