

## INTERVIEW PANEL MAKE-UP

- ✦ The panel should be **binational** and remain balanced between U.S. and in-country representation.
- ✦ The interview panel should be comprised of a **diverse** range of members including: a U.S. Embassy representative (PAO, CAO, ELF, RELO; etc), a faculty member from a local university, a local Fulbright alum (student or scholar), a current U.S. Fulbright scholar (if available), and an Amideast field office or HQ staff member. Panels can range in size; 3-5 members are normally sufficient.
- ✦ At least one member of the panel should have a strong understanding of the **U.S. Higher Education** system. This may or may not be the Embassy staff member.

## INTERVIEW PREPARATION

- ✦ Distribute copies of the applications to the members of the panel 5-8 days in advance of the interviews.
- ✦ Along with the applications, provide selection criteria, expectations, and instructions to panelists.
- ✦ Share interview event details, including: dates, time, location, duration and other helpful information well in advance and send several reminders to panelists.

## INTERVIEW STRUCTURE

- ✦ The interview panelists assess the candidates by asking a set of **pre-determined questions** and ranking the responses on a scale of 1-5. The interview score is then considered in addition to the application-review scores.
- ✦ To ensure fairness, each candidate should be asked the same set of questions with the opportunity for follow-up questions if time permits. It is expected that the interviews remain **consistent and transparent** throughout the entire selection process.
- ✦ Each interview should be a minimum of 15 minutes and no longer than 30 minutes.
- ✦ Final recommendations for nominations are made by averaging the panelist's application and interview scores.