

## Structured Interview Plan

### No College Background Format (No Prior Service)

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Applicant's Name: \_\_\_\_\_

Interviewer(s): \_\_\_\_\_

Date of Interview: \_\_\_\_\_

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**Directions:** Review those applicant records which are available to you (high school transcript, application forms, etc.) and bring them to the interview. Use the records to determine key areas for questioning during the interview. Do not write on the records. Instead, use this interview form.

Use these questions to clarify previous high school, work, or extra-curricular activities which could be pursued during the interview. Feel free to vary the questions somewhat to fit your personal communication style or the background of the applicant.

Use follow-up questions to pin down behavior—what the applicant did, information about the situation, and the result of any action. Document the situation, action, and results in the space provided. (There should be enough space for necessary notes.)

#### To Open the Interview,

**Say:** Hello, my name is \_\_\_\_\_. I'm conducting this Interview for Army ROTC. The purpose of the Interview is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about being an Officer in the U.S. Army. I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I get to know you well—what you have done and hope to do—then I will have a much better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is in my best interests as well as yours for us to become better acquainted before selection into the program.

I have some planned questions I would like to ask about your experiences that will take approximately 30-45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your high school experiences. Which high school are you attending?

**EDUCATIONAL BACKGROUND:** High School \_\_\_\_\_

#### Career

#### Motivation

1. What were (are) your career goals upon leaving high school?
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2. What would you consider are your two or three most significant accomplishments in high school?

Please describe why they were significant to you.

	<b>Situation</b>	<b>Action</b>	<b>Result</b>
a.	_____	_____	_____
	_____	_____	_____
b.	_____	_____	_____
	_____	_____	_____
c.	_____	_____	_____
	_____	_____	_____

3. Tell me about the subject in which you worked the hardest and succeeded in doing well. To what do you attribute this success?

	<b>Situation</b>	<b>Action</b>	<b>Result</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

4. In what kinds of non-classroom activities have you participated in school?

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5. Have you worked at a part-time or summer job while in school? If so, in what capacity and for how long?

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The following questions can be asked relative to academic, extracurricular or work experiences of the student. Say "I will now ask some questions about your experiences. You can refer to academic, extracurricular or work experiences in responding to the questions."

**Initiative**

1. Tell me about your toughest subject and what you have done to handle it?

Situation	Action	Result

2. In what extracurricular activity have you participated in which you worked the hardest and are most proud of? Please explain.

Situation	Action	Result

3. Give me an example of a school or work event in which the originating idea was yours. (Other than the one cited in response to question #2.)

Situation	Action	Result

4. Have you prepared yourself for college?

Situation	Action	Result

Preparing for college.

**Planning And Organizing**

1. How do you plan your week to accomplish all the activities in which you are involved? Give a specific example of one week.

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**Situation**                      **Action**                      **Result**

Planning for a week.

2. Describe your method of study for major tests? End-of-year tests?

**Situation**                      **Action**                      **Result**

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Major tests.

3. Give an example of when you had too much to do. How did you arrange your efforts as in a priority? order?

**Situation**                      **Action**                      **Result**

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4. We all occasionally are late for a class or miss a due date. Give me an example of when this happened to you.

**Situation**                      **Action**                      **Result**

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**Influence**

1. Describe a situation in which you strongly disagreed with a teacher, coach or supervisor. How did you handle the situation?

**Situation**                      **Action**                      **Result**

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2. In your extracurricular activities, what was the most prominent leadership role in which you have been? What were your major accomplishments here?

Situation	Action	Result

3. Cite an example where you had to negotiate or mediate a dispute between two persons or groups. How did you handle it?

Situation	Action	Result

4. Have you ever had to help another student in school or in extracurricular events? Please describe what you did.

Situation	Action	Result

**Judgment**

1. Describe the alternative colleges that you have considered attending and the reasons for their consideration.

Situation	Action	Result

2. Each of us must occasionally make a tough decision. Describe your most recent tough decision and how you went about reaching a solution.

**Situation**                      **Action**                      **Result**

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3. If you could take back one decision you have made in the last two years, what would it be? Why?

**Situation**                      **Action**                      **Result**

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**Career Motivation**

1. Why does the US Army interest you?

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2. What are your career plans at this time?

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3. What has been your most satisfying experience in work or school to date? Please explain.

**Situation**                      **Action**                      **Result**

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4. What has been your least satisfying experience in work or school to date? Please explain.

**Situation**                      **Action**                      **Result**

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**NOW SAY:** Thank you for sharing so much information with me about your background. Now I would like to check my notes to ensure I didn't miss any planned questions. While I do that, please give some thought to the question: "What kind of teacher, instructor, coach, boss, etc. do you enjoy learning or working with best and why?"

After checking your notes, **ask the following:**

1. What are your thoughts on my question?
2. Do you have any unanswered questions or follow-up questions?

Please return this form to

Headquarters, Cadet Command  
204 1<sup>st</sup> CAV REGT Road, Bldg 1002  
ATTN: Scholarship Processing Branch  
Fort Knox, KY 40121

Or a scanned copy can be e-mailed to [Train2lead@usacc.army.mil](mailto:Train2lead@usacc.army.mil)





# ROTC SCHOLARSHIP INTERVIEW SHEET

Name of Applicant (Last Name, First Name, MI)	Applicant's SSN	Applicant's Height & Weight Data
Applicant's Address (Include Zip Code and Telephone Number)	Interviewer and School of Interviewer	

Guidance to Interviewer: (Refer to the interview guide for specific instructions) At the beginning of the interview, the applicant must be told that the interview is authorized IAW CCR 145-1 and information provided during the interview is subject to the Privacy Act of 1974. The purposes of the interview are to assess the qualitative aspects of an applicant as a potential 4-Year Scholarship winner; to provide information to the applicant on the Army ROTC Program; to provide the Selection Board bullet comments that indicate an "eyes on" observation and evaluation of an applicant's composure, appearance, verbal communication skills, motivation and overall potential as assessed by the interviewer (PMS), and to try to get an impression of the willingness to complete the Army ROTC Program and serve as an Officer in the Army. The interview will also help serve as a check on the progress of an applicant's packet to ensure greater possibility of receiving an Army ROTC Scholarship or entering the program as a non-scholarship Cadet and competing for a Campus Based Scholarship at a later date.

**NOTE: The interview process will account for 200 possible points toward the overall 1000 possible points awarded by the selection process. Max points possible for each area: 40 = Exceeds standards; 20 = Meets standards; 0 = Needs Improvement**

## Scholar, Athlete, and Leader Criteria - Evaluations

**Scholar** *(check all that apply)*

- Valedictorian/Salutatorian
- Membership in National Honor Society
- Honors or Advanced Placement Program Courses (Completed)
- GPA over 3.0 **AND** SAT/ACT over 1100/24
- Top 10% of class

**Scoring:** Meets two or more criteria above; award 40 points  
 Meets only one criteria above; award 20 points  
 Meets none of the criteria above; award 0 points

\_\_\_\_\_ Points

**Athlete** *(check all that apply)*

- Varsity Letter from High School team
- Membership of regional/city/competitive league
- Either active involvement in organized competitive (club, church league) team, sports or active involvement in individual athletic, competitions (triathlon, mountain biking, running, etc.)

**Scoring:** Must letter in two or more sports or multiple letters, in a single sport to receive 40 points or multiple blocks are checked.  
 Meets only one criteria above; award 20 points  
 Meets none of the criteria above; award 0 points

\_\_\_\_\_ Points

**Leader** *(check all that apply)*

- Elected member of student government, class, activity
- Captain of athletic or academic team - Eagle Scout/Gold Star/CAP Billy Mitchell
- Served in position of responsibility in school/club or private organization and leader in volunteer service organization activities

**Scoring:** Meets two or more criteria above; award 40 points  
 Meets only one criteria above; award 20 points  
 Meets none of the criteria above; award 0 points

\_\_\_\_\_ Points

Use bullet style comments (similar to Campus and LDAC CER comments) that convey to the reader an accurate "word picture" of the applicant for the Selection Board. Bullet comments will be based on suggested questions contained in the Interview Guide.

**Appearance (Composure) :**

**Verbal Communication Skills (Composure) :**

**Motivation:**

**Potential:**

**Additional Notes:** (Use this area to address updates regarding the applicant's application/admission status (school visits, etc.) and to note any information you think the board should know that is not addressed above)

**Personal Qualities**

Outstanding/Top applicant in all aspects: (40 points)  
Good, above-average applicant with few weaknesses: (20 points)  
Not appealing. Immature. Poor impression. Unstable or offensive: (0 points)

\_\_\_\_\_  
**Points**

**Potential**

Outstanding candidate; all indicators say he/she will commission: (40 points)  
Strong contender with high probability of commissioning: (20 points)  
Commission problematic: (0 points)

\_\_\_\_\_  
**Points**

\_\_\_\_\_  
**Total Points Awarded**

I recommend this student for a scholarship (check one):  **Yes**  **No**

**Interviewer (PMS) Printed Name, Rank, Contact Info (email/phone number) of Interviewer:**

**Interviewer (PMS) Signature and Date:**

**Original Signed**