

ENGLISH 311 INTERVIEW PROCEDURES

Assessment:	Out of 20 points
Duration:	7-10 minutes per interview
Place:	Your Instructor's Office
Documents to bring:	<u>Revised</u> Cover Letter <u>Revised</u> C V Job Advertisement/Graduate School Announcement

Procedures:

1. Take an appointment from your instructor
2. Prepare and bring along the above mentioned documents with you on the interview day. **Those who do not have a job ad/university admission requirements and courses page will not be admitted to the interview**
3. Come to the interview 5 minutes before it is due to start and submit your documents for the interviewer's inspection.
4. Do not interrupt the ongoing interviewing process by knocking on the office door. If you have to see your instructor, wait until the interviewee leaves the room
5. When you finish and go out, do not crowd outside the office or on the corridor