

ENGLISH 311 INTERVIEW PROCEDURES

Assessment:	Out of 20 points
Duration:	7-10 minutes per interview
Place:	Your classroom/an office at MLD (TBA)
Documents to bring:	<u>2 copies of</u> Revised Cover Letter <u>2 copies of</u> Revised C V <u>2 copies of</u> Job Ad/Graduate School Announcement Student ID

Procedures:

1. Make an appointment through the online system.
2. Prepare and bring the above mentioned documents with you on the interview day. **Those who do not have an ID and the job ad/grad school announcement with the admission requirements 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 interview by knocking on the office/classroom 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 in the corridor.

*** Important Reminder!**

You cannot hold anything in your hand such as extra copies of CVs or CLs or any note cards during the interview.

BEST OF LUCK!