

Interview Report

INTERVIEW GUIDELINES

The following guideline is included to provide you with an idea of how to conduct interviews, determine proficiency in English (if English is not the native language), and ensure the program is suitable to the potential exchange visitor's background, needs, and experience. The Work & Travel USA interview ensures applicants are prepared to spend 3 to 4 months in the United States. Please confirm that each participant is ready to handle their daily program activities while actively engaging in American cultural exchange. The applicant must understand the Exchange Visitor Program as explained in the [Guide for Work & Travel USA International Cooperators](#). If the applicant is flexible, open-minded, and ready to work in a job that requires minimal training and is seasonal in order to earn funds to help defray a portion of their expenses while also actively engaging in cultural activities, they should have a successful program. A good question to keep in mind when considering an applicant is, "Is this applicant sufficiently proficient in English to successfully interact in an English speaking environment; and able to participate in all aspects of the program?"

Applicants who are selected must:

- ✓ Have proficiency in conversational English and reading comprehension in order to function on a day-to-day basis
- ✓ Understand the purpose of this program is to provide foreign college and university students with opportunities to interact with U.S. citizens, experience U.S. culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses.
- ✓ Work well in a team

Applicants should not be accepted if they indicate the following:

- ✗ The applicant cannot communicate in or understand basic English.
- ✗ The applicant may not be able to meet the minimum program length requirements of the Work Commitment dates (3 months).
- ✗ The applicant has difficulty adapting to new situations and is not flexible.
- ✗ The applicant is mainly interested in traveling/skiing/etc.

ENGLISH ABILITY

(For countries where English is not the primary language)

Most students' English levels fall below an 8. Please mark your students' English conservatively and let them know that strong English skills do not guarantee counter or sales help positions. InterExchange rates the participants' English speaking abilities on the following scale:

- 10 Suitable for: all positions.** Typically reserved for native English speakers. Applicant demonstrates absolute proficiency in speaking and comprehension. Applicant is able to both understand and converse using sophisticated vocabulary and correct sentence structure.
- 9 Suitable for: all positions.** Completely fluent. Sentence structures are perfect. Understands difficult questions and uses abstract terms. No problems communicating or conversing on an advanced level.
- 8 Suitable for: front desk and all positions listed below.** Nearly fluent. Responses come quickly and naturally. Has an above average vocabulary, understanding almost everything.
- 7 Suitable for: cashier, host/hostess, waiter/waitress and all positions listed below.** Highly conversational English. Understands almost everything. Speaking ability is strong, just needs a little practice. Can communicate with native English speakers without a problem. Varies vocabulary, although sometimes needs to search for words.
- 6 Suitable for: concessions, game operator, ice cream vending, prep cook and all positions listed below.** Conversational English. Understands basic English vocabulary, including most common terms. Thinks quickly, but sometimes translates from mother tongue. Gets a little lost when conversation becomes abstract. Easily carries a basic conversation.
- 5 Suitable for: bus person, dishwasher, grounds keeping, housekeeping, stock clerk and cleaner.** Low conversational skills. Applicant can certainly be understood but speaks in broken English. Can respond in sentence form even if grammar and sentence structures are not correct. Applicant often translates from mother tongue.
- 4 Not suitable for program.** Applicant can only understand basic English but is able to respond even if only in words or phrases. Grammar and sentence structure are poor but understandable. Speaking ability is limited but has potential to improve with daily practice.
- 3 Not suitable for program.** Applicant understands words and phrases but has extreme difficulty understanding sentences if they are spoken at normal speed. Student has very limited vocabulary. Daily practice is absolutely necessary for improvement.
- 2 Not suitable for program.** Understands very little. Speaking takes a great effort. Applicant comprehends some words and phrases but has to make a big effort to communicate. No conversational skills at all.
- 1 Not suitable for program.** Applicant cannot understand any conversation and knows little or no English.

SUGGESTED QUESTIONS:

- ❓ What are you studying at school?
- ❓ When do you graduate?
- ❓ What do you enjoy doing in your free time?
- ❓ What is your primary reason for joining the Work & Travel USA program?
- ❓ What are your future career goals?
- ❓ What was the hardest/best thing about your first/most recent job?
- ❓ How do you feel about being independent from your friends and family for 4 months?
- ❓ Have you traveled outside of your home country?

PERSONALITY ASSESSMENT (CHECK ALL THAT APPLY):

- | | | | | |
|-------------------------------------|------------------------------------|------------------------------------|-------------------------------------|---------------------------------------|
| ☐ Thoughtful | ☐ Serious | ☐ Adaptable | ☐ Persuasive | ☐ Shy |
| ☐ Reserved | ☐ Confident | ☐ Flexible | ☐ Responsive | ☐ Smiles a lot |
| ☐ Polite | ☐ Talkative | ☐ Cheerful | ☐ Persistent | ☐ Panicky |
| ☐ Relaxed | ☐ Calm | ☐ Dominant | ☐ Outgoing | ☐ Mature |
| ☐ Eager | | | | |

THE INTERVIEW REPORT

Complete the following report for each applicant as thoroughly as possible and send it to InterExchange along with the participant's application.

NAME		☐ Male ☐ Female
COUNTRY	COOPERATOR	SEX

ENGLISH ASSESSMENT

Response to questions: ☐ Fast ☐ Medium ☐ Slow ☐ None

English level: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

UNDERSTANDING OF WORK AND TRAVEL USA PROGRAM

Does the applicant named above understand that:

a. InterExchange is a visa sponsor, not a host employer?	☐ Yes	☐ No
b. Although a host employer may terminate a student's employment, they do not have the authority to terminate a student's Work & Travel Program; only the U.S. Government or InterExchange can do that..	☐ Yes	☐ No
c. Students must contact InterExchange every 30 days while on the Work & Travel Program, and especially in the event of problems or an emergency.	☐ Yes	☐ No
d. Students are obligated to respond to all requests and inquiries sent from InterExchange.	☐ Yes	☐ No
e. Students are required to leave the U.S. at the end of their Work & Travel Program.	☐ Yes	☐ No

I affirm and testify that I have conducted this interview on the date stated below and the applicant has sufficient English proficiency to perform their job, navigate daily life, read and comprehend program materials, fully understand their job benefits and responsibilities and their rights and protections, and knows how to obtain assistance if necessary.

My signature confirms that I have interviewed this applicant in person and in English, and that I have obtained his or her consent to collect and use his or her personal data for the purpose of processing this application.

INTERVIEWER'S SIGNATURE	DATE (MM/DD/YYYY)
INTERVIEWER'S NAME (PLEASE PRINT)	