

INTERVIEW ETIQUETTE

The interview process within your house is a very important part of getting and keeping your house full and financially self-supporting.

Although each house is autonomous, there are suggested interview guidelines that each house can follow. Your outreach worker can supply your house with a copy of these guidelines if you do not have one.

Below are a few suggestions that can help to make the interview process a more comfortable one for the house and the applicant.

- Have the application and a pen ready, with a quiet place for the applicant to sit and fill it out.
- Introductions: Each individual will introduce themselves.
- Open with a brief explanation of the Oxford House concept.
- **Show the “60 Minutes” DVD.** (Have house members sit and watch with applicant. This is also a good time to pass around the application for members to review.)
- Have the House President read the application out loud, and address any missing information.
- Have applicant speak briefly about him/herself.
- Conduct your Q & A time.
- Give a brief explanation of share of expenses, move-in fees, house expectations, chores, fines, etc.
- Ask applicant if they have any questions for the house.

Once the interview is over, make sure you have a contact phone number where the applicant can be reached. Explain that *after they leave*, the house members will discuss the interview and vote. Let the applicant know that someone (usually the House President) will call to say if they have been accepted or not.

In the event that the applicant was not accepted and they question why, simply explain to them that they did not get an 80% vote from the House members – then refer them to another house.