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## Information for RSF Interview Training – January 20th

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Dear RSF Colleagues

We would like to summarize the goals of the RSF interview training and provide you with the necessary information for your participation. The training is scheduled for **Monday, January 20th, from 2:00 to 4:00 PM in the Creekside Club Room.**

### Training Goals

RSF collaborates with eight local schools to identify promising students with financial needs and provide them with a financial jumpstart to pursue advanced education. As part of this effort, we interview student scholarship applicants with diverse, three-person interview teams within and across the schools.

Given the reach of our program and the variety of interview teams, the primary goal of the training is to ensure that the interview, evaluation, and scholarship award selection process is as equitable as possible for all applicants across all participating schools. Specifically, the training will focus on:

- Developing a shared understanding of the applicant evaluation criteria and their application, recognizing that individual interviewers may arrive at differing conclusions or scores for the same applicant.
- Discussing additional recommendations to help achieve equitable evaluations and scholarship decisions.

### Materials and Preparation

To facilitate this training, we have attached the following documents:

1. **Complete files for two 2023/2024 high school applicants (labeled A and B):** These include actual (anonymous) applications and corresponding interview narratives. **Please note due to file size constraints the Applicant B file has been sent via a separate email.**
2. **Evaluation Forms** for applicants A and B.
3. **Updated Suggested Interview Questions.**
4. **SAI/GPA Tables.**
5. **Ranking to Achieve Better Equity**
6. **The SAI/RSF Relationship and Schedule.**

A key update to note: *Economic Need* in the Interview Questions and Evaluation Form has been revised to specifically recognize and score the degree to which a student works inside and/or outside the home. This revision acknowledges that such responsibilities may impact a student's academic performance or ability to participate in school and community activities. Additionally, income contributed by a student to their family may lead to a higher SAI and a lower RSF evaluation score.

### Actions Required

1. Review the materials provided.
2. Evaluate and score applicants A and B using the updated Evaluation Forms.
3. Bring your **completed** Evaluation Forms to the interview training. **To participate in the interview training you must have completed evaluations for applicants A and B and filled out the attached Evaluation Forms for each.**






Your evaluations will be used during the training session to guide our discussion and refine our process.

We appreciate your participation and insights as we work together to continuously improve our scholarship program. **Please RSVP by Friday January 17 to Bob Miller at frm679@gmail.com.** If you have any questions or require further assistance, please do not hesitate to contact us.

Bob and Sherrie

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**8 attachments**

-  **Applicant A.pdf**  
16122K
-  **Evaluation Form A.pdf**  
913K
-  **Evaluation Form B.pdf**  
865K
-  **2024-25 RSF Interview Training Sample Questions.pdf**  
171K
-  **Scholarship Scoring-SAI & GPA.pdf**  
736K
-  **Ranking for Equity.docx**  
16K
-  **SAI:RSF Relationship.docx**  
16K
-  **SAI SCHEDULE.docx**  
17K