



Admissions Interviews: General Guidelines and Procedures

- Admissions interviews should not exceed one hour (60 minutes) and are conducted virtually (e.g., Zoom or Microsoft Teams) and are not to be conducted in-person.
- Admissions interview requests are sent via email to Admissions Committee members and faculty volunteer interviewers. Please be sure to check your ICSW (Institute for Clinical Social Work) email regularly for these requests.
- If you need to cancel or reschedule an admissions interview, please contact the Admissions Director (admissions@icsw.edu) who will contact the applicant to cancel or reschedule the interview.

Before the Interview

- Interviewers must create and send the meeting link for the interview to the applicant via email and copy the Admissions Director (admissions@icsw.edu) at least 48 hours (about 2 days) prior to the interview.
- Interviewers are expected to review the candidate's application in its entirety (i.e., application form, writing assessment, personal statement, resume/CV, practice philosophy (PhD applicants only), transcripts, etc.) in Blackbaud to prepare for the interview.
- Interviewers should familiarize themselves with the academic degree program the applicant is applying to before the interview to ensure they can readily answer questions about the program. Interviewers may use information from the [Student Handbook](#), [ICSW's website](#), and their personal experience as a faculty member or alum of the institution to share insights and answer questions.
- Interviewers should have the applicant evaluation forms and interview questions printed out or available on their desktop screen for easy access during the interview.

During the Interview

- The interviewer and applicant are required to have their camera on for the duration of the interview.
- Interviewers must use the Standard Interview Questions provided by the Admissions Director. The questions guide and pace the interview and ensure that all applicants have a similar interview experience. (Please see the Illegal Questions guide for questions not to ask during an admissions interview.)
- Under no circumstance should interviewers voice and/or video record any portion of the interview at any time.

After the Interview

- Interviewers must complete the Candidate Evaluation Forms for each applicant they interview and provide a brief, written summary of the applicant in Blackbaud with an admission decision

(i.e., Recommend for Admission, Do Not Recommend for Admission, Recommend for Admission with Conditions).

- The completed Candidate Evaluation Forms must be sent via email to the Admissions Director (ahall@icsw.edu or admissions@icsw.edu) no more than three business days after the interview occurs to ensure a timely admissions process. Forms are archived for documentation purposes and serve as proof that the interview occurred prior to payment.

Payment for Interviews

- Payment is \$60.00 USD per completed interview and is paid every other week in alignment with ICSW's current payroll schedule. Contact Michael Bauman at mbauman@icsw.edu for specific questions about payment.

Questions & Concerns

- Questions and concerns about the admissions process, application or program requirements, technical issues, etc. should be directed to the Admissions Director/Admissions Committee Chair, Andrea Hall at ahall@icsw.edu or admissions@icsw.edu.
- A common request from applicants after an interview is to visit a class or speak with a current student. These requests are coordinated by the Admissions Director and Coordinator of Enrollment Services and Academic Support. Please ask the applicant to submit their request to admissions@icsw.edu.

Resources

- [2023-2024 Student Handbook](#) – PhD Program Requirements (see pages 84-97)
- [2023- 2024 Student Handbook](#) – Master’s Program Requirements (see pages 79-80)
- [2023-2024 PhD and MA Course Schedules](#) – (Schedules are subject to change)
- [PhD Program Tuition, Financial Aid, and Scholarships](#) – (Tuition rates subject to change)
- [Master’s Program Tuition, Financial Aid, and Scholarships](#) – (Tuition rates subject to change)
- [ICSW’s Credit Transfer Policy](#)
- [Pathways Program](#) [*]

[*] **Important Note:** During an admissions interview, if you encounter any applicant who is less familiar with psychodynamic psychotherapy and could use a primer, please encourage them to apply to [ICSW’s Pathways Program](#). The program is offered once a year, in the spring semester (January to April), and is taught by Dr. Kurt Hanus. Usually, up to 10 students can take the class.