

Hibernia College Quality Framework

Procedure for Admission Interviews



1 Introduction

1.1 Purpose and Parent Policy

This procedure outlines the steps by which an applicant who has successfully completed the *Procedure for Applications* is interviewed by the College, with a view to determining their suitability for admission to a programme. This forms part of the overall application process. This procedure implements the *Policy for Admission* applies.

1.2 Responsibilities

a. Student Responsibilities

- i. The Applicant is responsible for verifying their identity by providing valid photographic ID, that is either a passport or a driving licence when they present for interview.
- ii. The Applicant is responsible for their presentation and performance at interview.

b. Staff Responsibilities

- i. The Admissions Office is responsible for providing the Applicant with logistical and practical information about the interview process.
- ii. The Admissions Manager, in consultation with the relevant Director of Programme, is responsible for selecting a competent, knowledgeable and independent interview panel.
- iii. The Admissions Manager is responsible for ensuring that all interviews are digitally recorded.

2 Procedure

2.1 Procedure for Interview

a. Invitation

- i. Applicants are invited to an interview by the Admissions Office.
- ii. They are provided with logistical and practical information about the interview procedure in the interview invitation.

b. Interview Panel Selection

- i. The Admissions Manager will select a minimum of two suitable interviewers from a panel that is appointed, trained and maintained by the College.
- ii. The interviewers are selected with the aim of ensuring the following criteria:
 - Competence
 - Professional practice, experience, and representation
 - Independence
 - Gender balance, to the extent that this is possible.

c. Identity Verification

- i. Upon arrival at the interview, the Applicant will verify their identity by presenting a valid photographic ID that is either a passport or a driving licence.

d. Interview Questions and Assessment

- i. The interview is competency based and is conducted using a rotating bank of interview questions.
- ii. These questions assess the Applicant's attainment of the following criteria:
 - Programme entry criteria, as determined in the relevant programme document
 - Familiarity with the prospective field of study
 - Familiarity with, and motivation to join, the profession in question

e. Recording of Interviews

- i. All interviews are digitally recorded.
- ii. All interview data is managed in accordance the Data and Records Policy.

f. Recommendations

On completion of the interview process, the panel can make the following recommendations:

- i. Recommended — the Applicant demonstrates the required competencies at interview.
- ii. Not recommended — the Applicant did not demonstrate the required competencies at interview.
- iii. If the interviewers are unsure as to whether or not to recommend an offer, they will consult with the Director of Programme director, who will make the final decision.

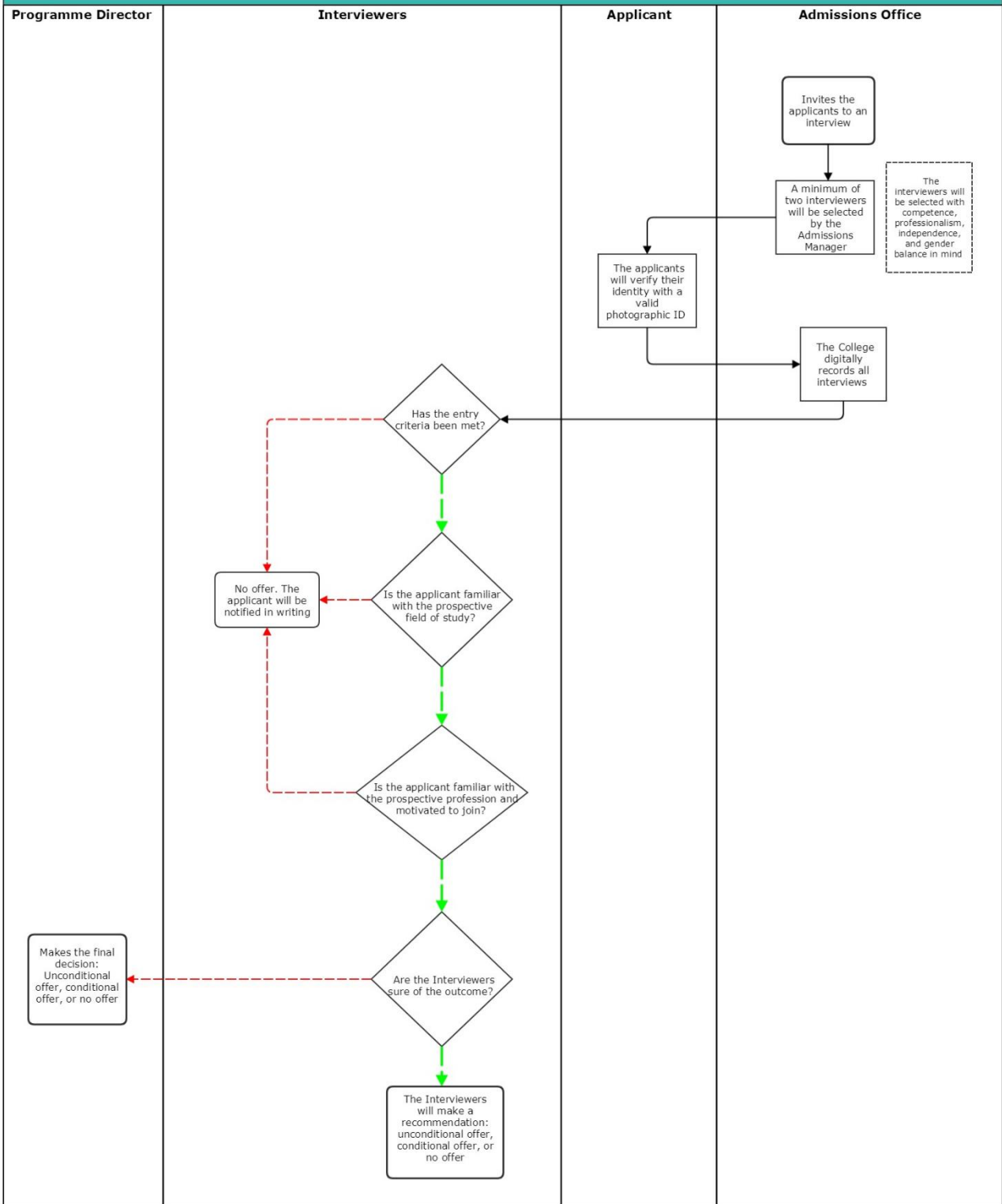
g. Outcomes of Interview Process

Following the completion of the *Procedure for Admission Interviews*, the *Procedure for Offers* applies.

Simplified: Admissions Interviews



HIBERNIA COLLEGE



3 Document Control

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