

Best Practices for TAN Members

All Tufts Admissions Network members are expected to abide by our best practices. Please review these principles before each admissions cycle.

Our goal is to provide an engaging and positive interview experience for our applicants. The primary purposes of the interview are to make Tufts more accessible to our applicants, to provide an opportunity for applicants to ask questions and to allow applicants and alumni to share information that might not otherwise be found in the application.

TAN members should:

- Have familiarity and comfort with the TAN portal. Navigating the portal is critical to being a successful alumni volunteer.
- Represent Tufts well and stay informed.
 - We expect interviewers to utilize our training resources and refer applicants to the Admissions or Financial Aid teams for questions they cannot answer.
- Be cognizant of deadlines and communications
 - It is expected that TAN members read our TAN Tuesday email newsletters, all other email communications, and training resources in order to be mindful of deadlines and updates to the program.
- In a timely manner, accept interview assignments as soon as possible for interviews they commit to conducting, OR decline interview assignments they cannot or should not conduct.
- Be considerate of an applicant's comfort and safety. Interviews must be conducted virtually via video teleconference or telephone, and every TAN member must be vigilant in conducting interviews in an appropriate setting.
- Set personal bias aside.
 - TAN members should be interested in engaging with applicants from a wide range of diversities, backgrounds, and experiences, and should never comment on or discriminate against an applicant based on any of their identities.
- Provide a positive and mutually respectful atmosphere for the applicant.
- Have a genuine conversation with the student.
 - An interview should allow space for an applicant to ask questions and exchange ideas.

- Submit detailed interview reports within the deadlines set by the Office of Undergraduate Admissions.
 - Please ensure that your interview report contains details and anecdotes of your conversation to aid the admissions committee in learning information about the applicant beyond what is available in the application.
 - We advise that all interview volunteers submit reports within 72 hours of an interview.
- Update your availability in your TAN profile as needed.
 - Log in to your Tufts portal and edit your TAN profile contact information or interview availability if there are any changes throughout the year.

TAN members may NOT:

- Record audio or video of the interview.
- Communicate with the applicant outside of the context of the interview.
- Ask the applicant to do any special preparation for the interview or request that an applicant provide any specific materials (e.g. transcript, resume, essays).
- Accept interview assignments with students they know personally.
- Compare Tufts with other institutions or make any negative comments about any other academic institution.
- Ask an applicant to disclose other schools to which they have applied.
- Discuss or postulate the applicant's likelihood of admission. The optional interview is one of many pieces to an application.