

TAN Member Position Description

TAN members are volunteers who believe they can represent Tufts in a positive manner and wish to conduct interviews with Tufts undergraduate applicants.

Interviews are conducted virtually and will take place using a mutually agreed upon virtual platform (Zoom, FaceTime, Skype, or another teleconference platform) or via telephone.

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.

When signing up, TAN members provide their geographic information, which will determine the region in which they will receive interview assignments. TAN members are asked to provide their maximum availability for interview assignments when they sign up. Members will receive no more interviews per application round than the number provided, but members may receive the maximum number. Please be mindful of this when inputting maximum availability; members can adjust their availability as the year progresses.

TAN members conduct a portion of interviews during our Early Decision I round in late October through late November, and then an often larger portion of interviews are available for our Early Decision 2 and Regular Decision application rounds in mid-December through late February. Interview assignments must be accepted or declined. If an assignment is accepted, a TAN member commits to reaching out, conducting the interview at a mutually convenient time and date with the applicant, and then submitting a report summarizing the interview within 72 hours. We require that TAN members accept or decline an assignment as soon as possible, so that if an interview is declined there is plenty of time to reassign to another TAN member.

TAN members must read our [Eligibility Requirements](#) and our [Best Practices for TAN Members](#) and agree with those terms in order to be active members of the Tufts Admissions Network.