

Yale ALUMNI SCHOOLS COMMITTEE

Principles of Best Practice

All participants are expected to abide by the following Principles of Best Practice. Please review these principles before each admissions cycle as they are updated annually.

As a volunteer, I agree to:

- Abide by the university [non-discrimination policy](#). I will be truthful and honest in all interactions with applicants, and act in the best interests of Yale University and of prospective students.
- Maintain the strictest standards of privacy and confidentiality with respect to our applicants. I will share information with ASC program members only on a strict need-to-know basis, and I will exercise reasonable care in how it is shared. I will not share personal or otherwise confidential data with individuals who are not authorized to access such information.
- Take reasonable precautions when accessing the member portal and do so only from trusted personal computers and mobile devices, using secure wireless networks, password-protection, and sensible device-management practices (e.g., keeping software up to date, running regular anti-virus scans, enabling firewalls, etc.). I will not share my password for accessing the portal with any other individual. If at any time I believe that my account credentials are at risk for unauthorized access, I will notify the [ASC program staff](#) immediately.
- Carry out all responsibilities assigned to the role of ASC volunteer, including reading all program communications and training materials, promptly accept or decline assignments, keep my profile up-to-date, and inform my regional ASC Director or the Undergraduate Admissions office if I am unable to do so.
- Abstain from ASC volunteer activities in the current admission cycle if my child, grandchild, sibling, or other close relative is in Yale's applicant pool.
- Refrain from interviewing applicants with whom there is an existing personal, familial or professional connection.
- Abstain from volunteer activities if I am an independent college counselor or am otherwise engaged in helping students prepare college applications (e.g., college admissions officer, for-profit college preparation consultant, etc.). School-based counselors and teachers may interview, but they should not interview students who attend the schools in which they work.



- Represent only Yale University (i.e., if you also hold a graduate or professional degree, you may not conduct undergraduate interviews for both alma maters).
- Ensure that interactions occur in a virtual setting at a time that is agreed upon by both parties and that respects the volunteer's and the student's commitments to school, work, activities, and family obligations. I will send virtual links for meetings with ample time beforehand so that the student has time to test their technology.
- Create a mutually respectful environment and interaction with applicants. I will not use inappropriate language or initiate conversation that may make a candidate uncomfortable or that is overly personal, whether it is about the candidate or the interviewer. I also agree to limit my contact with the student to duties relating to my role as a volunteer.
- Fully address the interests and questions of the student. Pay attention to personal and intellectual qualities of the applicant such as a student's enthusiasm, commitment, sensitivity, articulateness, depth of insight and thought, and social and cultural awareness.
- Refrain from recording or photographing any portion of the interview using either audio or video recording devices.
- Refrain from requesting that applicants provide specific materials (i.e., transcript, application, essays, resume, questionnaire, test scores) before, during, or after their interview.
- Refrain from creating any impressions or expectations, positive or negative, about the student's probability of admission.
- Refrain from using disparaging comparisons of secondary or post-secondary institutions. I will not initiate a conversation about where else the applicant is applying.

*Members will [notify the ASC Program](#) if they commit or witness any breach of the above expectations. Any member found in violation of our *Eligibility Requirements or Principles of Best Practice* is subject to deactivation from the Interview Program.*

When in doubt, please [contact the ASC Program](#) with any questions or concerns.

