

# 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.*

