



GUIDELINES SEA-TVET STUDENT EXCHANGE PROGRAMME

- Guidelines for Student Online Interview

1) Purposes:

- The purposes of the online interview session are for:
 - Evaluating English communication skills and attitude of students
 - Clarifying other details among the parties

2) Preparation:

- Receiving and Sending Institutions should prepare the interview schedule by self-arrangement and convenient platform agreed by both parties.
- Before the interview session, Sending Institutions should provide a **short intensive interview training** for your students such as manners, how to answer the questions, how to solve the problems and so on.
- Before the interview session, Interviewers should have the following documents:
 - **Student Profile/Transcript (Please request from the Sending Institution)**
 - **Information of Receiving Institutions** which include photos of accommodation and facilities

Information of Receiving Institutions can be downloaded from the SEAMEO website:
<http://seatvet.seameo.org/news/28> (Click on “All Documents” → Institutional Confirmation Form)
- The interviewers should **prepare several questions** for interviewing each student such as asking about study/work experience, opinion, problem solving skill, hobby/interest, future career, their country and etc.
 - Question Examples:
 - General Information of the student (Study Area, Education Level, etc)
 - Student’s expectation of the Receiving Institution/Internship Company
 - Strengths/Weaknesses of the student
 - Department/Industry that the student is interested in their internship

3) Online Interview Platforms:

- There are several online interview platforms that can be used to conduct the student interview. Herewith we suggest the following popular options for online interview:
 - **WebEx:** WebEx is an online platform that provides multifunctional desktop video/audio conference. It can share presentations and desktop applications, write on online whiteboards, and

make annotations. This application can be accessed through desktop, iPad, laptop and smartphone. The student and the interviewer will be able to meet face to face via video call.

This option could be requested through SEAMEO with details of interview schedule (Date and time).

- **Skype:** Skype is an online platform that also provides video call, voice to one-to-one and group calls, instant messages and file sharing. Participant and interviewer will be able to meet face-to-face through video. Skype is compatible for mobile or tablet. But if you want to get high quality video, you may use your laptop or desktop.

This option would be conducted by the interviewer.

- **WhatsApp Video/Call:** WhatsApp is a mobile application with messenger base that provide several facilities to make a voice or video call. WhatsApp service is similar to text messaging services. However, this messenger application is also compatible for laptop and Desktop. You can access to the WhatsApp website and download it to your Mac or Windows.

This option would be conducted by the interviewer

- **LINE Video/Call:** LINE is a mobile application with messenger base that has the feature to make voice or video call. LINE is available for smartphone devices like iPhone, Android, Windows Phone, BlackBerry, and Nokia and even your PC. For PC and laptop version, you can download from LINE Website. For Mac or MacBook, you can download it from the App Store also.

This option would be conducted by the interviewer.

*Herewith we also attached in the last page of the links for tutorial how to use those applications above.

4) During the Interview Session:

- Time for interviewing the students is allocated for **5-7 minutes per one student**. At the end of interview session, time is allocated for discussing about other arrangements among the parties. The time allocation for each student can be adjusted according to the total number of students who will join the interview.
- During the interview session, the interviewers can discuss and inform the students about the **companies for internship placement and students' interests and roles during the internship**.
- During the interview session, the interviewees (students) are able to **ask questions**, relating to the internship period and other concerned issues, such as food, accommodation, location of mosque, etc.
- During the interview session, SEAMEO suggests the interviewers and interviewees to discuss and agree on the following issues:
 - **Companies for internship placement and students' roles/interests**
 - **Schedule to start and finish the internship (30days):** The internship exchange schedule can be flexible if the students cannot start on the preferred time of receiving institutions due to examination period, permission, and passport issues. This adjusted schedule **MUST BE AGREED** by the receiving and sending institutions/students during the interview.
 - **How to issue the invitation letter and timeline for students to receive permission from the college or state/provincial education service area.**
 - **Travel arrangement information**

- **Other documents/Information** which interviewers will need from students after the interview session.
 - **Other documents/information** which sending institutions and students will need from the receiving institutions.
- The Interviewer should inform to the student or the Coordinating Teachers at the end of the interview or after the interview session if the interview is successful or not.
 - The Receiving Institution **SHOULD REJECT** the student if the student is not qualified.

5) After the Interview Session:

- The **Invitation Letter/ Letter of Acceptance** by Receiving Institution will be issued to the sending institutions/students after the interview session if the students pass the interview and agree on the internship programme. Letter of Acceptance should be sent to the Sending Institution as soon as possible after the interview for air ticket purchasing and further travel arrangements. **(Template of Letter of Acceptance is provided by SEAMEO.)**
- To clarify other details of internship, SEAMEO suggested the **Receiving and Sending institution to contact/coordinate each other for other details** after the interview session such as.
 - When Letter of Acceptance will be sent to Sending Institutions
 - **Student Visa Application**
 - **Parent Consent Form/Student Waiver Form**
 - Details of internship programme/ industry for internship placement
 - Travel schedule/air ticket of students
 - Additional necessary information of students such as copy of passport, health check-up certificate, international health insurance, additional details of students, and etc.

Additional Information:

<https://seatvet.seameo.org/>

<https://seatvet.seameo.org/news/32> (5th Batch)

<https://seatvet.seameo.org/news/28> (4th Batch)

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Online Interview Platform:

WebEx

How to use WebEx by Cisco:

<https://www.youtube.com/watch?v=liEpWoDg9Qw>

Skype

How to use skype:

<https://www.youtube.com/watch?v=S38e-t6rhKA>

WhatsApp Call/Video

How to make international call on WhatsApp:

<https://www.youtube.com/watch?v=PFF-NjT3NwE>

How to make a video call

https://www.youtube.com/watch?v=og0_K1g99eE

LINE Call/Video

Tutorial Video

<https://www.youtube.com/watch?v=KBMzQafItfo>

How to make Group call/video

<https://www.youtube.com/watch?v=jUI7Tm4dh9E>