



UPPER HUNTER EDUCATION FUND Inc.

57 Brook Street, Muswellbrook NSW 2333 PO Box 266, Muswellbrook NSW 2333

CANDIDATE SELECTION CRITERIA

Background

UHEF is an incorporated association established for the purpose of providing financial assistance to young people with their tertiary education pursuits.

The body is charitable and philanthropic.

The Committee members volunteer their time and skills and abilities.

The goal is to provide support at the greatest level possible to as many young people as need it within our region being as fair as possible across the region.

Our region is the Local Government Areas of Muswellbrook and Upper Hunter (therefore includes the townships of Muswellbrook, Aberdeen, Scone, Murrurundi, Merriwa and Denman – each of which could be described as a “Sub-Region”).

Criteria

The following principles are our guiding lights to selection:

- Need
- Fairness
- Realistic goals
- Displayed commitment

The more detailed assessment criteria are as follows – in assessment, we score some of these criteria on a 1 – 5 basis, with a higher score meaning greater merit in obtaining funding.

- 1 Displayed or proven academic capability matches stated objective
- 2 Displayed or proven other commitment or dedication to achieving the stated goal

- 3 Non-financial adversity or constraints which have had to be overcome to reach the stated objective.
- 4 Commitment to the Community.

At the end of the assessment the above scoring system will provide a guideline towards selection of successful candidates by the Committee.

Applicants must reside within the Local Government Areas of Upper Hunter or Muswellbrook at the time of lodging their application.

Commitments Sought from Successful Candidates

The following commitments must be secured from each successful candidate by signing an acceptance of support from:

- 1 Continued financial support is contingent upon academic success (except with good excuse).
- 2 Commitment (signed) to provide brief 6 monthly updates of progress with studies AND to attend functions of UHEF to describe their experiences

Scoresheets/Interview Records

Interviewers must prepare in respect of each candidate an interview record during or immediately after the interview.

These documents will be made available to all; committee members to assist in final decision-making.

The form of the Scoresheet/Interview Record is attached.



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Interview Questions

The interview criteria is based on four major categories, with commitment having two components. The final category of Fairness being assessed at the committee level following the interview process.

Introduction

Tell the student about the process, interview, that we will be taking notes, timeline and there will be a chance for questions at the end of the interview

Introduction of interviewers

Tell the student a little about your background – it makes them feel comfortable about who they are talking to.

Background

1. Please take a few minutes to tell us about yourself” prompt for, your part-time jobs and your school record, your family?
2. Tell us about the roles you have held. What did you like and dislike about the role and why.

1 Realistic Goals – Displayed or proven capabilities match stated objectives

- (a) Tell me about how you like school?
- (b) What are your favourite subjects and why?
- (c) What are your less favourite subjects and why?

- (d) How do you think you will do in you School Certificate or HSC?
 - (e) Why have you chosen to do this particular course of study?
 - (f) And why this particular Uni/Tafe? Location?
 - (g) What mark do you need to get into your course?
 - (h) What are your other subject or career choices if you don't get your first preference?
 - (i) What are your career aspirations at the completion of your course and beyond?
 - (j) Have you thought about vacation work? Would you like to work in the city or country? What about after you graduate, what are your thoughts re City or Country? Do you know what the job prospects are like?
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2 Commitment – Displayed or proven commitment or dedication to achieving the goal. This includes both personal characteristics and personal organisation.

- (a) Tell us about a project you managed from start to finish and how you did it. How did you stay focussed and committed to finish what you had started?
- (b) How do you maintain your drive, enthusiasm and energy. Would you describe yourself as motivated and ambitious. Tell us about that.
- (c) If you get into your course, have you thought about how you will manage, if required with living away from home eg How will you cope with unfamiliar surrounding? Do you have any relatives or friends who can help you settle in?
- (d) Have you any plans for where you will actually live? On campus, shared accommodation, hostel etc. Do you know the costs involved?
- (e) How will you manage your study/social life/ part time job? Do you consider you are a well organised person?

3 Personal Character

- (a) Tell me about your extra curricular activities – prompt for Sports, interests hobbies, clubs, voluntary work.
 - (b) Will you continue your sporting interests, hobbies etc when you go to Uni/Tafe? How will you balance study and life?
 - (c) Thinking back over the years, what would you do differently if you had the time again? changes would you make if you had the opportunity i.e. in relation to work , school attitude?
 - (d) Are you optimistic for the future? What are your hopes for the future?
 - (e) Tell me about an achievement you are really proud of and how you were successful. Did you need help from anybody else.
 - (f) Tell me about what you believe are your responsibilities to the UHEF during and after your sponsorship/grant? (Looking for – keeping in contact, sharing results, attending functions, spreading the word, working with sponsors etc)
 - (g)
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4 Needs – Non financial and financial adversity or constraints which have to be overcome to reach the position of having the opportunity for further study.

- (a) How important is financial assistance to your future plans?
- (b) Do you know the cost of your course, textbooks, equipment, travel etc?
- (c) What would you do without it?
- (d) Do you intend to get a part time job during your term time?

How are your parents/carers supporting you with your plans?

- (e) What is the combined income of your parents/carers. Can you please confirm how many dependant siblings you have.

Have you applied for Youth Allowance or a Commonwealth Education or Commonwealth Accommodation scholarship? Have you applied of any

other Scholarships? Are you aware of other avenues of assistance e.g. cadetships?

Wrap up

Today we are interviewing a number of people, why do you think we should award a grant to you?

5 Fairness – This is the consideration of the whole committee following the interview process.

Interview Assessment Sheet

Dimension	Comments	Rating (1-5)	Group Rating (1-5)
Background			
Realistic Goals			
Commitment			
Personal Character			
Needs			
Fairness			
		Total Score	

Interviewer Name	Signature	Date