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## ORIENTATION for PROFESSIONAL INTERVIEWS

### **OVERVIEW:**

1. Please keep in mind that Interns and Associates primarily interact with their Mentors, who are fully responsible for them. Professionals, while still having a Mentor, act in a more independent manner, are often responsible for significant portions of a program and may participate in multiple programs.
2. The procedure for moving from one role of the ATA to the next includes three evaluations. A **self-evaluation** from the candidate, the **Mentor's evaluation** and finally an **interview evaluation**. For Professional candidates, the interview is done by an Interview Team consisting of two or three qualified Lead or Professional Trainers. One member of the team will act as the "Focalizer".
3. The job of the **Focalizer** is to ensure the following:
  - a. Team meets before the interview to prepare questions for the mentor, assigns a team member to meet with the mentor, and then reports back to the team.
  - b. During the interview, fills out the **Interview Report** in a legible/understandable manner, facilitates the interview process, and sends the interview Report to the Academy Administrator.
  - c. After the interview, they would be the point person if any follow up was needed. For example, if the Interview Report wasn't clear in its wording.
4. Purpose of interview is:
  - a. To check that the candidate has **fulfilled all the necessary requirements**.
  - b. To assess the capacity of the candidate to fulfill the **role and responsibilities** that will be required of them in the Professional role.
  - c. To have the candidate, independent of their mentor, demonstrate to the representatives of the Academy, his/her sense of Self and their projection as a Trainer.
  - d. To support the candidate (in conjunction with the Mentor) in his/her further development with a self-development plan.
5. The Interview Team will evaluate the candidate and make its recommendation based on:
  - a. The candidate's **Application**, including IDPs and Units of Study-Content Credit Form
  - b. The mentor's evaluation and Competency Evaluation and verbal discussion with the mentor.
  - c. Candidate's interview
6. **IMPORTANT RESOURCES:** **Interview Process VIDEOS – 2023** (translated subtitles available for some languages)
  - a. [General Orientation for Interviews and Interviewees](#)
  - b. [Steps and Procedures for ATA Interviews](#)
  - c. Document containing [Guidelines for Interview Questions and Self-Development Plan During the ATA Interviews](#)

### **INTERVIEW PROCESS:**

1. **Interview Steps:**

- a. Review Candidate's documents – Access the Google Drive folder provided by the ATA admin team.
- b. Speak with the Mentor before the interview if it feels appropriate. Not required, but strongly recommended.
- c. Discuss as a team the interview questions and approach.
- d. Interview the Candidate
  - i. **Important:** Interviews must have a minimum of two interviewers present at all times. If one of the interviewers is absent, the interview must be rescheduled. In the event that one of the interviewers needs to leave during the interview, the process should be temporarily paused.
  - ii. Interviews should ideally not exceed 2 hours.
  - iii. To foster a positive and uplifting atmosphere, KRI suggests that at the beginning of the interview, one of the interviewers lead a brief meditation, lasting approximately 3 minutes.
- e. Recommendation
  - i. Discuss as a team your recommendation.
  - ii. Review recommendation with the Mentor first if the candidate will NOT be recommended.
  - iii. If "NO" recommendation, note why and what the candidate needs to develop or demonstrate on the report.
  - iv. Inform Candidate of recommendation and self-development plan.
  - v. The Interview Team should discuss its recommendation with the Candidate, and the Candidate **reads and signs** the Interview Report and notes if they agree or not with the recommendation.
  - vi. If the candidate agrees to a NO recommendation, the application is NOT presented to the Certification Committee.
  - vii. If the candidate disagrees to a NO recommendation, the candidate, and their mentor may write an appeal, and that, plus the documentation, is presented to the Certification Committee, who makes the final decision.
  - viii. Fill out the Interview Report and send it to all parties for signatures. If "Yes" recommendation, Mentor's signature is not required. **Mentor's signature is required on the Interview Report if there will be a "NO" recommendation**
  - ix. Send the completed report to the [Academy Regional Administrator](#).
- d. **Certification Committee:** Reviews the application and Interview Report and makes the final decision. If approved, then an official email of approval will be sent to the candidate and the mentor along with a copy of the Interview Report.

2. **Interview RECORDING:** KRI kindly requests you to record the interview for the KRI Administrator or Certification Committee's internal review, specifically in the event of a disagreement between interviewers and candidate.
  - a. The recording can be uploaded to the Candidate's Google Drive folder, provided by the ATA Administrator, containing the Application documents.
    - i. When creating the Zoom link, the meeting host can select the option of "record meeting automatically" under "options".

- ii. After saving the recording on your cloud or computer, it can be uploaded to the provided Google Drive folder.
- b. The recording will be deleted once the application process is complete.

3. **How the Interview is to be conducted:** The interview is not an interrogation. It is important to remember that everyone involved in this process is dedicated to the common mission of spreading the Teachings of the Aquarian Teacher Training Program, and that the candidates have worked hard to come to the point to move to the next role. The interview team will assess the candidate's qualifications against KRI global standards. They will provide constructive feedback based on their observations, with suggestions to help the candidate confront their challenges and inspire them to improve as a trainer. In the end, the Candidate and Mentor should feel Uplifted and Supported in their development process within the Academy.

- a. The approach of the interview process is a "peer review". The interview team shares their observations with the candidate and mentor and creates a dialogue to develop a mutually agreed upon recommendation and self-development plan.
- b. The Interview Team is not deciding if the candidate moves to the next level or not. It is making a **recommendation** which will go to the Certification Committee. The Certification Committee's responsibility is to ensure the integrity of the process and also to consider extraordinary situations. It will review all documents to ensure that all the requirements have been properly met and that the application and interview process have been properly adhered to. Based on this review, they will make the final decision.