

Interviewers / Essay Reviewers

Thank you for signing up to volunteer as an **Essay Reviewer / Interviewer** for the **[INSERT YOUR PROGRAM NAME]** selection process! We're incredibly grateful for your support and care for our future participants and the broader community.

To help you prepare, please review the attached documents. They include key questions, rubrics, and guidance to help you understand what to look for as you review applications and conduct interviews.

Essays:

- You will be assigned **[INSERT # OF ESSAYS]** applicant essays, if you are done with these and would like to review more essays please let us know.

Interviews:

- You will be sharing your availability via **[INSERT YOUR SCHEDULING SYSTEM]**, our new booking system. We recommend that you please watch this video to get a better idea of how to use **[INSERT YOUR SCHEDULING SYSTEM]**.

Key Dates to Know:

- **Share your availability Assignment Window:** [insert date range]
- **Essay Review Period:** [insert date range]
- **Interview Period:** [insert date range]
- **Cohort Selection Day:** [insert date range]

Communications:

- **[Insert the ways you want for volunteers to communicate with you and the team! We utilized Slack and email primarily for communications.]**

Documents:

- *We highly encourage you to create and include essay review and interview rubrics in this communications. This will be very specific to the type of program you are aiming to run, but below are a few examples for you to utilize!*
- [FP2026 Essay Review Rubric .pdf](#)
- [FP2026 Interview Rubric \(2\).pdf](#)

FAQ page about the Fellows Program here:

[INSERT FAQ'S PAGE]

Thank you again for being part of this community, we couldn't do this without you!

With appreciation,

[insert your name / organization's name]
