



Advice for Scholarship Applicants – Current Students

Updated: 28 April 2016

The Application

[QUT Careers and Employment](#) has a wide range of free resources and workshops available to students on preparing an application and getting ready for an interview. You are strongly encouraged to use these resources to assist your participation in the scholarship selection process.

Most selection processes require applicants to respond to questions. These are generally referred to as [Selection Criteria](#). Your responses to the Selection Criteria are given serious consideration in determining who will progress to interview.

All scholarship application processes managed by QUT Business School involve a selection panel. The panel's job is to review and score the applications, to meet the short-listed candidates in a formal interview situation, and determine the recipient of the scholarship offer.

The Panel

QUT Business School enjoys corporate partnerships with many high profile organisations in Brisbane; many of whom sponsor our scholarship programs. For this reason, a selection panel may consist of:

- The Director of Studies
- One or two QUT academic staff who are familiar with the scholarship
- One or two representatives from sponsoring organisations.

The Scholarships Coordinator will also be involved. Their role is to administer applications, coordinate the selection process for the panel, taking the Minutes of each interview, and to meet interview candidates upon arrival.

The Interview

An invitation to interview means you are a finalist in the selection process. The interview is your opportunity to meet the panel and convince them of your suitability for the scholarship program.

The selection panel will be interested to meet the student behind the application. Be prepared to discuss the value you have so far gained from your degree, your career ambitions and how this scholarship will assist you to achieve those goals.

The panel will also want to meet the person behind the application. Create a positive impression with a professional appearance, firm handshake and body language that shows you are engaged and interested. Your preparation for the interview will be obvious in the clarity of your communication, your ability to talk about your interests and achievements; and willingness to share your opinion on topical business matters.

Getting Ready

Scholarship recipients are sometimes called upon to represent the program to potential applicants on behalf of QUT and the corporate sponsor. For this reason your **personal presentation** will factor into the panel's scoring of your interview. Ensure the first impression you create is a lasting one for all the *right* reasons. Choose business attire that you know would meet professional dress standards, and ensure your clothes are freshly laundered and ironed.

- **For men**, a tie with a business shirt, long pants and dress shoes is always a good start.
- **For women**, avoid outfits that are too revealing, too casual or 'too much' to be acceptable in a professional setting. Make up and perfume should be conservative.

Doing **background preparation** for the interview will add confidence to your delivery.

- Be sure to review the **scholarship information** so you understand the program and how it works, or know what you need to ask about in the interview.
- Familiarise yourself with the **sponsor organisation** or donor. If the scholarship is offered *in memorial*, that information will be evident from the scholarship title.
- The selection panel may want to get a sense of **you as a person**, not just you as a student. Think about your strengths, your career goals and the plan you have to achieve them. Formulate these ideas into responses and practice your delivery.
- An awareness of **current events and business issues** will also be highly regarded.

Reviewing the application will ensure your responses are fresh in your memory for easy recall.

- You may be asked to expand on your responses to the **selection criteria** and discuss experiences or roles you referred to in your application
- It's common for follow up questions to be asked from **your application** so the panel can gain a better understanding of you.
- The panel may ask you a question about **your discipline** so that you can talk about your studies and your field.
- The panel may ask you to imagine yourself in a common workplace situation to get an understanding of **your ideas** and how you would handle yourself.
- You may be asked to discuss **your goals** in relation to the scholarship.
- If the scholarship program includes **an internship**, you may be asked some questions

about undertaking that experience with an industry partner of the QUT Business School.

Expectations

At your allocated time you will be ushered into an interview room and introduced to the panel. You will be given a brief overview of the interview process before the questions begin. The panel will have pre-determined the order of questions and who will ask them.

Interviewees will be afforded the opportunity to:

- ask for a question to be repeated or clarified during the interview
- to ask questions at the end of the interview
- make a closing statement at the end of the interview

You will also be told about the outcome communication process that will follow the interviews.

What questions will I be asked?

Each applicant applying for a scholarship will be asked same questions. The selection panel may ask for further information or explanation of your responses. This does not mean that there is a problem. Do the background preparation recommended above and review your application in full, to give yourself the best chance at success.

The Post- Interview Process

The Scholarships and WIL Coordinator will contact you by phone or email to advise the outcome of your application.

A successful application

If you are the successful applicant, you will receive a phone call to make the scholarship offer. You will also receive an email confirmation and official documents that you will need to sign and return. Note: You do not have to accept the offer of scholarship if you don't want to.

An unsuccessful application

In most cases you will receive an email from the Scholarships and WIL Coordinator advising the outcome of your application/interview.

If you attended an interview but were not successful, you will have the opportunity to discuss

your interview and receive feedback in a meeting with the Chair of the Panel (or selection panel nominee). Information on how to arrange this can be requested from the Scholarships and WIL Coordinator – Phone: 3138 4632 or Email: bus.scholarhsips@qut.edu.au

It is normal to feel disappointed if you're unsuccessful. The application, selection and interview processes this time may be just the preparation you needed to be successful the next time. Remember, being unsuccessful this time means that your application wasn't right for this opportunity, it doesn't mean that **you** were rejected.

Important things to note:

QUT Business School's decision to offer the Scholarship is final and no appeal will be entered into.