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*FIRST® RISE™ powered by Star Wars: Force for Change*  
2019-2020 *FIRST®* Tech Challenge

# Dean's List Interviewer and Reviewer Manual



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## Volunteer Thank You

Thank you for taking the time to volunteer for a *FIRST*® Tech Challenge event. *FIRST*® and *FIRST*® Tech Challenge rely heavily on volunteers to ensure events run smoothly and are a fun experience for teams and their families, which could not happen without people like you. With over 5,500 teams competing yearly, your dedication and commitment are essential to the success of each event and the *FIRST* Tech Challenge program. Thank you for your time and effort in supporting the mission of *FIRST*!

Revision History		
Revision	Date	Description
1	9/26/2019	Initial Release

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## Introduction

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### ***What is FIRST® Tech Challenge?***

FIRST® Tech Challenge is a student-centered program that focuses on giving students a unique and stimulating experience. Each year, teams engage in a new game where they design, build, test, and program autonomous and driver operated robots that must perform a series of tasks. To learn more about FIRST® Tech Challenge and other FIRST® Programs, visit [www.firstinspires.org](http://www.firstinspires.org).

### ***Gracious Professionalism®***

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FIRST® uses this term to describe our programs' intent.

*Gracious Professionalism®* is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

Watch Dr. Woodie Flowers explain *Gracious Professionalism* in this [short video](#).

Learn more about the roles of volunteers on our [Volunteer Resources page](#), "Volunteer Role Description".

## Job Description

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### ***Dean's List Interviewer***

The Dean's List Interviewer role is to interview students that have been nominated for the Dean's List Award. Dean's List Interviewers will review the student's nomination essay, interview the student at an event, and submit feedback about the student and the interview.

### ***Dean's List Reviewer***

The Dean's List Reviewer role is to review all of the student nomination essays, along with the Dean's List Interviewer feedback, to determine which students will advance from the position of Semi-Finalist to Finalist within their region.

- **Physical/Technical Requirements:**
  - Technical – Low
  - Physical – Low
  - Administrative – Medium
  - Communication – High
- **Time commitment:**
- Proper Dress:
  - ANSI Z87.1 certified safety glasses are required in the competition area.

### ***Volunteer Training and Certification***

Volunteers must apply to their role using the [Volunteer Registration System](#). After the volunteer has applied to their role, they will receive access to the volunteer training through the dashboard on their user profile within the FIRST Volunteer Registration System. Volunteers who do not receive immediate access should email [FTCTrainingSupport@firstinspires.org](mailto:FTCTrainingSupport@firstinspires.org).

FIRST Tech Challenge requires Dean's List Interviewers to read this manual and complete the necessary certification to fulfill this role. Dean's List Interviewers are also required to certify for the role prior to volunteering. They should expect approximately 2 hours of training.

If you have applied for a role but have not received access to the training, please email [FTCTrainingSupport@firstinspires.org](mailto:FTCTrainingSupport@firstinspires.org).

### **Event Time Commitment**

A Dean's List Interviewers main role is to review nominations and conduct interviews, which could be from 1-3 hours. A Dean's List Interviewer should speak with the Tournament Director if there are other volunteer roles they may also fill for the day, which could extend the approximate number of hours to expect on event day.

A Dean's List Reviewers main role is to review nominations and interviewer notes, and then collectively (with at least one other Dean's List Reviewer) determine which Semi-finalists will become Finalists. The time commitment is approximately 1-3 hours.

### **Volunteer Minimum Age Requirement**

FIRST requires that FIRST Event volunteers be at least 13 years old, however, the Regional Planning Committee can increase the age requirement as needed. Adult volunteers cannot have children with them while volunteering nor be responsible for supervising children at the event. Children under the minimum age are welcome at FIRST Competitions with suitable supervision by someone other than a volunteer.

Dean's List Interviewers and Reviewers must be at least 21 years old. Event organizers may request exceptions to this requirement. To request an exception, please email [FTCTrainingSupport@firstinspires.org](mailto:FTCTrainingSupport@firstinspires.org), and provide an explanation for the reason for the request.

### **Bring a Friend!**

Volunteers are a huge part of the FIRST Tech Challenge Program and continuing to inspire students to seek out careers in science, technology, engineering, and math (STEM). FIRST Tech Challenge needs your help in recruiting new volunteers to keep our programs thriving for future generations! If you have a friend or co-worker you think would be interested in volunteering at an event, there are just a few easy steps to help get them involved!

1. Check out our full list of [volunteer opportunities](#) online!
2. Have them apply for the Event in the [Volunteer Registration System](#). Volunteers must be screened before volunteering.
3. Have them contact [Firsttechchallenge@firstinspires.org](mailto:Firsttechchallenge@firstinspires.org) with any questions they may have.

If they are concerned about jumping in head first, no worries! Job shadowing at a FIRST Tech Challenge Event is a great way to get a taste of what a full day's worth of competition looks like. New volunteers can discover ways they can fit their personal skills into a volunteer position!

## **FIRST Dean's List Award**

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### **Award Overview**

In an effort to recognize the leadership and dedication of FIRST's most outstanding secondary school students, the Kamen family sponsors an award for selected 10<sup>th</sup> and 11<sup>th</sup> grade students known as the *FIRST Robotics Competition and FIRST Tech Challenge Dean's List*.

Similar to the very prestigious National Merit Scholarship Award winners, there are three (3) "categories" of FIRST Dean's List Award students:

1. **FIRST Dean's List Semi-finalists** – comprised of the two (2) students in their 10<sup>th</sup> or 11<sup>th</sup> grade school year nominated by each team.

2. **FIRST Dean's List Finalists** – comprised of the students (2, 3, or 4, depending on the region) selected at each State/Regions Championship.
3. **FIRST Dean's List Winners** – comprised of the ten (10) FIRST Robotics Competition and ten (10) FIRST Tech Challenge students selected from the applicable FIRST Dean's List Finalists at the FIRST Championship.

The students who earn FIRST Dean's List Award status as a Semi-finalists, Finalist or Winner, are great examples of student leaders who have led their *Teams* and communities to increased awareness for FIRST and its mission. These students have also achieved personal technical expertise and accomplishment. It is FIRST's that these individuals will continue, post-award, as great leaders, student alumni, and advocates of FIRST.

Prestigious colleges have expressed great interest in meeting FIRST Dean's List's Award winners and FIRST hopes that each *Team* will take advantage of the opportunity to nominate the most qualified students as FIRST Dean's List Nominees!

### **Student Eligibility**

Every registered FIRST Tech Challenge *Team* can submit up to two (2) students as FIRST Dean's List Award Semi-Finalists.

- Students must be a sophomore (grade 10) or junior (grade 11) to be eligible for this award.
  - Note: For regions of the world that do not use grade levels such as this to identify years of schooling: This award is intended for students who are two (2) to three (3) years away from entering college or university. Students that would be attending college or university in the next academic year are not eligible. Mentors will be asked for the year of graduation during the nomination process.
- The coach or mentor nominating the student(s) must submit an essay explaining why the student should receive this award. The essay must be 4,000 characters or less.

### **Criteria**

Criteria for selection of the FIRST Dean's List shall include, but not be limited to a student's:

- Demonstrated leadership and commitment to FIRST Core Values
- Effectiveness at increasing awareness of FIRST in their school and community
- Interest in and passion for a long-term commitment to FIRST
- Overall individual contribution to their team
- Technical expertise and passion
- Entrepreneurship and creativity
- Ability to motivate and lead fellow team members

### **Dean's List Award Evaluation Structure**

The chart below is a visual aid to show how each category feeds into specific levels of competition. Dean's List Interviewers are responsible for interviewing Semi-finalists. Interviews are done at the Qualifying Tournament, League Championship or Interview only events. The Dean's List Reviewer will then review the nominations and the Interviewer notes within a state/region to determine which students will move to the next level as Dean's List Finalists. Depending upon the size of the region, there will be 2-4 Dean's List Finalists within each state or region (see [Number of Advancing Finalists by Region](#) for further details). These finalists will be announced at the State/Region Championship Tournament. A separate panel will review the Dean's List Finalists and choose the 10 FIRST Tech Challenge Dean's List Winners.





## Dean's List Interviewer Role

### Role Overview

The Dean's List Interviewers responsibilities include:

- Access and review nominations prior to the event.
- Interview the Semi-finalist during the event.
- Write a narrative about the interview after the event.

The next few sections of this manual will go over each of these responsibilities in greater detail and will outline the importance of each.

### Access the Nominations

Dean's List Award nominations are posted on a private, password-protected site where only the Interviewers and authorized *FIRST* staff can read the entries. Interviewers will receive a link to the *FIRST* Dean's List Award System once they are assigned to the role by the Tournament Director or Volunteer Coordinator. Interviewers are then asked to review the Dean's List Award nomination before the event. Please see the [Dean's List Award System](#) section of this manual for further instructions and features of the system.

### Review the Nomination

Dean's List Interviewers must take the time to review each Semi-finalist's nomination essay prior to arriving at the event. Every nomination is different and reading the nomination ahead of time helps prepare appropriate questions for each Semi-finalist. Each nomination will include the following identifying information:

- Nominee name
- Nominee year of graduation
- Nominee GPA. Coaches have a max of 200 characters to describe academic excellence. Examples include:
  - 3.8 on a 4.0 scale
  - Note that the GPA is weighted, 4.2 on a 4.0 scale
  - 94% on a scale of 100%
- Tournament for the Dean's List Interview to take place
- Nomination essay of no more than 4,000 characters
- Photo of Semi-finalist (if provided)
- Name of person submitting the nomination\*

**When reviewing the essay nominations, it is important to understand that these should not be evaluated for spelling, punctuation, or grammar since the student does not write the essay. The Interviewer should only be concerned with the content of the essay and getting to know the student prior to the interview.**



**\*Important Note:** The person nominating the student must be a non-relative mentor or coach. It can be common when reviewing the nomination that the main and/or alternate contact are related to the student, but the nomination was written by a non-relative coach or mentor. *FIRST* Tech Challenge has required that the nomination be submitted with the coach or mentor's name at the end of the nomination essay. Please be sure to check for the name, and if you have questions about whether or not the nomination is valid please email [FTCDeansList@firstinspires.org](mailto:FTCDeansList@firstinspires.org).

### ***Event Interview Types***

There are three types of competition where a Dean's List Semi-finalist must be interviewed:

- Qualifying Tournament
- League Tournament
- Interview Only (for regions that have not yet implemented Qualifying Tournament or League structures).

### **Qualifying Tournament/League Tournament Interview**

Since most regions already have a Qualifying Tournament or League structures in place, we strongly recommend interviews to be done at these tournament types. Not all teams within a region will attend the State Championship Tournaments, and *FIRST* Tech Challenge strongly recommends and prefers face to face, onsite interviews for the Semi-finalists. Interviews should happen in a quiet location, such as a judge's room (if they are no longer in use).

### **Interview Only Events**

A separate category of "Interview Only" events have been created for those regions that only have Championship Tournaments, and do not host Qualifying Tournaments or League Tournaments. If you are assigned as an Interviewer in any of the below locations, you will need to set up a remote interview with the student. All interviews must be done prior to the State Championship since the State Championship is where Finalists are announced.

Alabama	Alberta, Canada	British Columbia, Canada	Delaware	Idaho
Mexico	Nebraska	North Dakota	Tennessee	Vermont
West Virginia	Wyoming	All International		

Remote interviews may be set up via Skype, WebEx, [Google +](#), or any other form of video chat software. Similar to the face-to-face interview, there **MUST** be 2 Interviewers that are interviewing the student. Please see Appendix E for guidelines and suggestions on how to successfully schedule the interview remotely.

### **Event Day Interview/Virtual Interview**

Whether the Semi-finalist will be interviewed at an event or remotely, every nominated student must be interviewed. There must always be two Interviewers present, no exceptions. Interviewers should have approximately 15 minutes allotted for each interview; 5-7 minutes for the interview itself and at least 5 minutes for the Interviewers to make notes.

As discussed in previous sections of this manual, preparation for the interview is very important. Interviews are only 5-7 minutes and being prepared will help an Interviewer ask specific questions to better understand the individual contributions of that student. Please note that in the interest of consistency across all regions and events, the maximum interview time for a Dean's List Semi-finalist may not exceed 7 minutes.

It is helpful to bring the criteria list to the interview as a reference.

### ***Interviewer Summary Notes***

Once Interviews have concluded, the Dean's List Interviewer is responsible for writing a summary outlining what they have learned about the student. The notes from the Interviewer are a **vital** piece of information when

*Gracious Professionalism®* - "Doing your best work while treating others with respect and kindness - It's what makes *FIRST*, first."

students are reviewed to potentially move to the next level. The Dean's List Reviewers rely heavily on the notes from the Interviewer in making decisions, and having short, brief notes or no notes at all are a disservice to those students who are deserving of the award.

Within the Dean's List Award System there are four categories with checkboxes to evaluate the student. There are an additional two boxes where Interviewers will add their notes, with each box containing instructions on what information is needed in each box. See Appendix B for a list of these checkboxes and questions asked within the system. Interviewers are encouraged to bring this to the interview to write down notes after the interview.

Interviewers should expect to take 10-15 minutes per student to write up the notes. Some examples of items to include in the summary are:

- The student's individual contributions to the team.
- Evidence of eligibility criteria not included in the nomination essay.
- The student's presentation skills.
  - i.e. Did the student offer to shake hands, make eye contact, speak clearly?
- Facts/Interesting stories that were uncovered during the interview not documented in the nomination essay.

Remember this should be a narrative and should paint a picture about who the student is and what their strengths or opportunities are. If an Interviewer feels very strongly about a student, they should clearly document it in the essay.

Although this is a vital part of the Interviewer's role, they should also remember that they are not making the ultimate decision. This is done by the Dean's List Reviewers, and therefore simply stating that a Semi-finalist should not advance is not acceptable feedback. Interviewers can however, articulate that they feel a student may not be ready to move to the next level.

## Dean's List Reviewer Role

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### **Role Overview**

The Dean's List Reviewers responsibilities include:

- Access and review nominations and Dean's List Interviewer summaries
- Review Dean's List Award criteria, and decide which students will advance as Finalists within a specific region

## Evaluation Process

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### **Overview**

The Dean's List Reviewers are responsible for selecting the Dean's List Award Finalists. There will be at least two Reviewers in a State/Region that work together to determine the Finalists for that State/Region. The Reviewers must access the Dean's List Award System to view the original nomination as well as the notes from the Dean's List Interviewers. Once all the nominations and notes have been considered, the Reviewers are responsible for choosing the Finalist students to be announced at the State/Region Championship. Dean's List Reviewers do not need to be present at the event; rather they review each Semi-finalist and enter the Finalists in the Dean's List Award System. This information will feed up to the State Championship Tournament Director.

### **Review Timeline**

Working together with the other assigned Reviewer(s), plan to discuss the nominations and determine a winner approximately 2 weeks before the Championship Tournament. This will allow plenty of time to collaborate and decide which Semi-finalists will be named Dean's List Finalists and provides time for the Finalists to be communicated to the Tournament Director and/or Affiliate Partner.

### **Reviewer Collaboration**

There must always be at least two Reviewers that will work together to look over all the nominations and decide who the Finalists will be. In some regions, a committee might be formed to review the nominations and to make final decisions. Reviewers should check with the Affiliate Partner in their region to determine if a committee has been formed to review nominations, or if they will need to collaborate with one other individual.

Reviewers can choose to either meet in person, or via conference call to discuss each Semi-finalist in detail. It is most helpful for each Reviewer to read the nominations prior to this meeting and have ideas of which candidates are the top contenders and why.

### **Access the Nominations**

Dean's List Award nominations are posted on a private, password-protected site where only the Interviewers, Reviewers, and authorized *FIRST* staff can read the entries. Reviewers will receive a link to the *FIRST* Dean's List Award System once they are assigned to the role by the Event Director or Volunteer Coordinator. Please see the [Dean's List Award System](#) section of this manual for further instructions and features of the system.

### **Dean's List Reviewers – Selecting Finalists**

It can be a difficult task for the Reviewers to determine which Semi-finalists will move to the next level as Finalists. The Reviewer should always keep in mind the criteria when making their decisions. This section goes over some other items the Reviewer should and should not consider when making their decision.

### **FIRST Robotics Competition/FIRST Tech Challenge**

Both *FIRST* Robotics Competition and *FIRST* Tech Challenge are eligible to be nominated for the Dean's List Award in their State/Region's program. There is no rule that states a student cannot be nominated for both. Reviewers should focus on the student's accomplishments in the program they have been nominated for, rather than disregarding a student that has been nominated for both programs.

### **Individual Contributions**

Many essay nominations will outline team activities, but not necessarily discuss what the student's individual contributions are to the activity. This is where the job of the Interviewer is very important, and they have been instructed to include these types of notes to better assist the Reviewer in making their final decisions.

Other questions a Reviewer can ask themselves when making final decisions:

- Is the student a great ambassador for *FIRST*?
- Is the student a leader?
- Is this a student that will continue to be involved with *FIRST* and its mission in future years?
- How have they helped increase the awareness of *FIRST*?

## Number of Advancing Finalists by Region

The number of Semi-finalists that will move onto the next level as Finalists depends upon the region. Regions with larger team numbers will have additional spots to advance students. Below outlines the number of advancing Finalists by region:

### North America

2 Finalists	3 Finalists	4 Finalists
<ul style="list-style-type: none"> <li>Alabama</li> <li>Alberta, Canada</li> <li>Arkansas</li> <li>British Columbia, Canada</li> <li>Connecticut</li> <li>Delaware</li> <li>Hawaii</li> <li>Idaho</li> <li>Kentucky</li> <li>Louisiana</li> <li>Montana</li> <li>Nebraska</li> <li>Nevada</li> <li>New Hampshire</li> <li>North Dakota</li> <li>Ontario</li> <li>South Carolina</li> <li>Vermont</li> <li>West Virginia</li> <li>Wyoming</li> </ul>	<ul style="list-style-type: none"> <li>Alaska</li> <li>Arizona</li> <li>California – San Diego</li> <li>Colorado</li> <li>Georgia</li> <li>Indiana</li> <li>Maryland</li> <li>Massachusetts</li> <li>Mexico</li> <li>Mississippi</li> <li>New York – Excelsior</li> <li>New York – Hudson Valley</li> <li>New York – Long Island</li> <li>New York – NYC</li> <li>North Carolina</li> <li>Ohio</li> <li>Oklahoma</li> <li>Pennsylvania</li> <li>Rhode Island</li> <li>Texas – Houston</li> <li>Texas – Lubbock</li> <li>Utah</li> <li>Wisconsin</li> </ul>	<ul style="list-style-type: none"> <li>California – LA</li> <li>California – NorCal</li> <li>Florida</li> <li>Illinois</li> <li>Iowa</li> <li>Minnesota</li> <li>Missouri</li> <li>New Jersey</li> <li>Oregon</li> <li>Texas – Arlington</li> <li>Texas – San Antonio</li> <li>Virginia</li> <li>Washington</li> </ul>

**International**

2 Finalists	3 Finalists	4 Finalists
<ul style="list-style-type: none"> <li>• CEESA</li> <li>• Chinese Taipei</li> <li>• Egypt</li> <li>• Hong Kong</li> <li>• Israel</li> <li>• Jamaica</li> <li>• Lebanon</li> <li>• Netherlands</li> <li>• Republic of Korea</li> <li>• Russia</li> <li>• Saudi Arabia</li> <li>• South Africa</li> <li>• Spain</li> </ul>	<ul style="list-style-type: none"> <li>• Australia</li> <li>• United Kingdom</li> </ul>	<ul style="list-style-type: none"> <li>• China</li> <li>• Romania</li> </ul>

## Appendix A – Resources

### Game Forum Q&A

<http://ftcforum.usfirst.org/forum.php>

Anyone may view questions and answers within the FIRST® Tech Challenge Game Q&A forum without a password. To submit a new question, you must have a unique Q&A System User Name and Password for your team.

Volunteers that apply for a specific volunteer role will receive an email from [FTCTrainingSupport@firstinspires.org](mailto:FTCTrainingSupport@firstinspires.org) with their username and password to the forum. You will receive access to the forum thread specific to your role.

### FIRST Tech Challenge Game Manuals

Part 1 and 2 - <https://www.firstinspires.org/resource-library/ftc/game-and-season-info>

### FIRST Headquarters Pre-Event Support

Phone: 603-666-3906

Mon – Fri

8:30am – 5:00pm

Email: [Firsttechchallenge@firstinspires.org](mailto:Firsttechchallenge@firstinspires.org)

### FIRST Tech Challenge Event On-Call Support

*These numbers are available for event personnel only. Please **do not** call these numbers if you are a team looking for a ruling, a decision, or assistance. We trust that you will not misuse this resource.*

Day of Event Robot Control System Support: 603-206-2450

All other Day of Event support: 603-206-2412

### FIRST Websites

FIRST homepage – [www.firstinspires.org](http://www.firstinspires.org)

[FIRST Tech Challenge Page](#) – For everything FIRST Tech Challenge.

[FIRST Tech Challenge Volunteer Resources](#) – To access public Volunteer Manuals.

[FIRST Tech Challenge Event Schedule](#) – Find FIRST Tech Challenge events in your area.

### FIRST Tech Challenge Social Media

[FIRST Tech Challenge Twitter Feed](#) - If you are on Twitter, follow the FIRST Tech Challenge Twitter feed for news updates.

[FIRST Tech Challenge Facebook page](#) - If you are on Facebook, follow the FIRST Tech Challenge page for news updates.

[FIRST Tech Challenge YouTube Channel](#) – Contains training videos, Game animations, news clips, and more.

[FIRST Tech Challenge Blog](#) – Weekly articles for the FIRST Tech Challenge community, including Outstanding Volunteer Recognition!

[FIRST Tech Challenge Team Email Blasts](#) – contain the most recent FIRST Tech Challenge news for Teams.

### Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org). Thank you!

## Appendix B – Dean's List Evaluation Form & Interview Questions

Student Evaluation Checkboxes				
	Strongly Agree	Somewhat Agree	Somewhat Disagree	Disagree
Finalist truly represents best of <i>FIRST</i>				
Finalist has strong science, technical, engineering, &/or computer programming acumen in the <i>FIRST</i> student community				
Finalist is a leader who you can envision leading future <i>FIRST</i> alumni:				
Essay accurately reflects the student interviewed				
Essay Box #1				
Without verbatim repeating the information contained in the submission, please advise the Championship judges about any additional information you learned regarding the topics below: <ul style="list-style-type: none"> <li>• How Finalist represents <i>FIRST</i></li> <li>• Finalist's expertise you believe worth highlighting</li> <li>• Finalist's individual contribution to team and <i>FIRST</i> overall</li> <li>• Finalist's leadership capabilities</li> </ul>	Interviewer Comments:			
Essay Box #2				
Please provide any information you learned that is not included in the written submission that you believe is relevant for consideration.	Interviewer Comments:			

### Sample Questions for Dean's List Interviewers

- How long have you been involved with *FIRST*?
- Describe your roles and responsibilities.
- What is your specialty role on the Team? Describe your contribution.
- Describe one example of how you were a leader.
- Give me your thoughts on how you could improve the *FIRST* experience?
- Describe how you plan to continue to be active in *FIRST* through college and beyond.
- Give me examples of your *FIRST* activities in your school?
- Give me examples of your *FIRST* activities in your community?
- What are your plans for college and beyond?



## Appendix C

### ***Individual Contributions***

Many essay nominations will outline team activities, but not necessarily discuss what the student's individual contributions are to the activity. Likewise, some nominations might not outline what the student's role is and how they contribute to their team, and if they are a leader. Since this award is about the student, and not the team, Interviewers should be prepared to ask the student questions that uncover how they contribute. For example:

#### Nomination Essay:

"Dan is a leader on his team. He was instrumental in setting up fundraising events with his team, which secured the team a grant to pay for travel to their State's Championship Event."

#### Example questions to ask:

- How do you lead your team?
- What are the steps you took as an individual to set up fundraising events?

There are many other questions that can be asked but be sure to clarify the responsibilities and steps the student took as an individual contributor to the success of the event or activity.

### ***FIRST Robotics Competition/FIRST Tech Challenge***

Both *FIRST* Robotics Competition and *FIRST* Tech Challenge students are eligible to be nominated for the Dean's List Award in their State/Regions program. There is no rule that states a student cannot be nominated for both. Interviewers should focus on the student's accomplishments in the program they have been nominated for. As an Interviewer, preparing questions for these cases will help you to understand the differences in responsibilities from one program to the other. For example:

#### Nomination Essay (submitted for *FIRST* Tech Challenge Dean's List):

"Anna is the Co-Captain of her FRC team 1234 and started *FIRST* Tech Challenge team 9876 her sophomore year of high school. Anna leads her team by example as the main builder and is truly a role model to all her team mates. She led the team to win her regions Championship with her creative Robot designs, and her ability to problem solve quickly during the competition"

#### Example questions to ask:

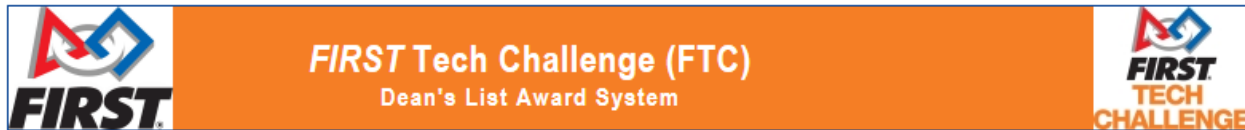
- What are your responsibilities on *FIRST* Tech Challenge team 9876?
- How would your peers describe your leadership style on *FIRST* Tech Challenge team 9876?

Simply asking what the responsibilities are on the *FIRST* Tech Challenge team can make a difference in uncovering the scope of how the student's attributes benefit the *FIRST* Tech Challenge team or the *FIRST* Robotics Competition team. Since the nomination is for *FIRST* Tech Challenge, Interviewers should be focused on the efforts the student has contributed to *FIRST* Tech Challenge.

## Appendix D – Dean's List Award System

### Review Nominations

- Log into the *FIRST* Tech Challenge Dean's List Award System using the same email and password as your [www.firstinspires.org](http://www.firstinspires.org) account login:



### Welcome to the Dean's List Award System

Please login using the fields on the right.

In order to protect the information accessed by this system, there is a 60 minute session timer. If your connection is idle for more than 60 minutes, you will be logged out. The status of the session timer is displayed in the lower right corner once you are logged in.

If you have difficulty logging in, please contact [FTCDeansList@firstinspires.org](mailto:FTCDeansList@firstinspires.org) for assistance.

Note 1: The log in credentials on this site are the log in credentials for your *FIRST* Account. If you cannot log in or need to reset your password, please go to VIMS to do so: [https://my.usfirst.org/FIRSTPortal/Login/VIMS\\_Login.aspx](https://my.usfirst.org/FIRSTPortal/Login/VIMS_Login.aspx). Once you are able to successfully log into the VIMS system, you will be able to use the same credentials to log into the Judge award portal.

Note 2: Only assigned Judges can log into the award portal. If you are unsure if you are assigned, please log into your VIMS account to verify. If you are not assigned, and believe you should be, please contact the Volunteer Coordinator for your event.

**Login**

Enter Login Email:

Enter Password:

[▶ Login](#)

- Once logged in, you will see all the events you have been assigned to.

Click “Edit/View” on an event to see a list of each Semi-finalist nomination within a given event.

**FIRST Tech Challenge (FTC)**  
 Dean's List Award System

2015 Dean's List Award Summary

2015 FTC Events			
Event	Due Date	Winners / Finalists	
<b>November</b>			
New Hampshire Interview Only Event <i>Interview Only</i> <small>N/A, NH USA</small>	Oct 01, 2019	(Interview-only event) 1 Completed Submissions	<a href="#" style="border: 2px solid red; padding: 2px 5px;">▶ Edit/View</a>

[▶ Log Out](#)

[▶ Print](#)

- To review each Semi-finalist's original nomination, as well as Interview notes, click on the “Details” button next to each Semi-finalist. You also have the option to choose “Print All” which will populate a new screen with every nomination for that event.

## 2019 Dean's List Award - New Hampshire Interview Only Event

[Log Out](#)[Back to Event Summary](#)

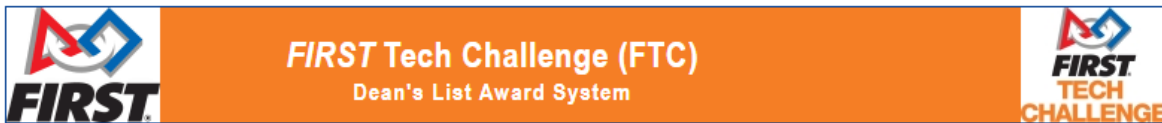
## Semi-Finalists to be Judged at this event.

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Semi-Finalist	Summary	<a href="#">Print All</a>
John Smith Bedford, NH Modified: 25-Sep-2019	Team: <b>12345</b> Team Name: <i>Family/Community</i>	<a href="#">Details</a>

[Back to top](#)[Back to Event Summary](#)

- The student information, along with the essay from the coach will be shown on this screen.



Team 11482 - John Smith

[Log Out](#)[Printable Page](#)[Back](#)

2019 New Hampshire Interview Only Event - Team 12345 - John Smith 25-Sep-2019			
<b>Team</b>			<a href="#">Unlock</a>
Team Number	12345	# Students on Team	
City, State	Bedford, NH		
<b>Dean's List Award Nominee</b>			
First Name	John	Last Name	Smith
Grade	GPA		
<b>Judging Venue</b>			
Judge Nominee At	New Hampshire Interview Only Event		
<b>Submitter Contact Information</b>			
Submitted By	Awesome Coach		
Phone	(603) 555-1234	Email	Awesome.Coach@gmail.com
<b>Pictures</b>			
<b>Explanation in Support of Nomination</b>			
John Smith has been on the team for the past 4 years and has truly proved himself to be a leader of the team.			

## Entering Notes into the Dean's List Award System

The Below Screenshot shows the fields each Interviewer will fill out after the Interview.

## Selecting Finalists

To select the Finalists from a Championship Tournament, navigate to the Championship Tournament in the Dean's List System. Click Edit/View.

Once in the Championship event, select the finalists using the dropdown menu. Click “Save” when complete.

**Important Note** – Finalists will NOT receive an automatic email if they are selected in the system prior to the event. Finalists will receive a notification email from *FIRST* after the event has taken place, and after the student has been announced as a Finalist at the State Championship.

## Appendix E – Setting up Remote Interviews

Depending on how many remote interviews that need to be done, organization is key in ensuring all remote interviews are completed and in the most efficient way possible. There are a few ways to accomplish setting up Remote Interviews, as well as a few different programs to choose from. Below are a few tips on how to schedule, communicate, and conduct remote interviews.

### Contact Coach

When attempting to set up a remote interview, be sure never to contact the student directly. Communication should be done with the Coach who submitted the nomination.

### Choose a program

There are many software programs available to conduct a remote interview. Here are some examples of the most popular software programs that allow video and voice calls to conduct interviews.

- Skype
- WebEx
- Google + Hangouts

The software program chosen is up to the Interviewers, however making sure to use a program that allows both voice and audio is preferred.

### Scheduling

If there are multiple interviews that must be done, talk with the second Interviewer and come up with a range of 2-3 dates that both Interviewers will be available, and the times they will be available. Once the date and times are determined, programs like Google Drive are helpful to post that schedule and send to the Semi-Finalists to sign up for a time slot.

Some things to think about when creating the timeslots:

1. Each Interview is approximately 5-7 minutes.
2. Depending on the technology, you may need to log out of one session to move to the next. Provide enough time between Interviews to accomplish this.
3. If both Interviewers agree, build time into the schedule that allows the Interviewers to discuss the candidate briefly after the interview. Make sure the Semi-Finalist has left the call prior to doing this.

	A	B	C	D	E	F
1	Monday, 3/30/2015					
2	Time	Student	Coach	Contact phone		
3	8:00PM EDT					
4	8:30PM EDT					
5	9:00PM EDT					
6	9:30PM EDT					
7						
8						
9	Tuesday, 3/31/2015					
10	Time	Student	Coach	Contact phone		
11	8:00PM EDT					
12	8:30PM EDT					
13	9:00PM EDT					
14	9:30PM EDT					
15						
16						

## Email Communication

Once the Semi-Finalists have signed up for their time slots, send an email notification that reiterates the time, date, and any other important information such as dial in phone number or links. See the below sample email:

