

HOW TO ENTER AN INTERVIEW FORM



YFU

Intercultural Exchange Program

Host Family interview forms must be entered into a host family account in the Host Family Interface.



HF ADMIN | APPLICATIONS | SEARCH

Account Menu | Application Menu | Utilities Menu

List of 2014 Host Family Applications

Hf Number	Family Name	Dist	Field
HF37566462	von Thielen	SE	Mid-Atl

1. Log into www.yfuusa.org
2. Click on Host Family Interface.

HF ADMIN | APPLICATIONS | SEARCH

Search

Family Name:

Email:

City:

State:

Zip Code:

District:

Field:

3. The best way to find a family is to click search in the upper pink bar, and then search by *city and state*.

HF ADMIN | APPLICATIONS | SEARCH

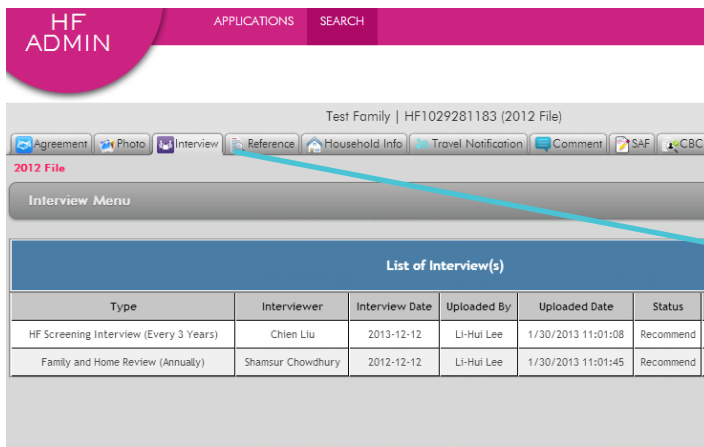
Test Family | HF1029281183 (2012 File)

Agreement Menu

Host Family Agreement(s)

Name	Sex	Email
Test It Test	Male	schowdhury@yfu.org
Test2 IT Test	Female	schowdhury@yfu.org

4. When you find the correct family, click it to bring up the Host Family information.



5. Click on Interview.

There are 2 possible ways to enter an Interview Report. For instructions on your preferred method only, click on it here to skip directly to those instructions.

OPTION A: THIS IS THE PREFERRED METHOD. To enter your answers directly into an online form and submit, click on Enter Report. Note that the Host Family Interface does not allow the online form to be submitted if any information is incomplete. Be sure you have all responses available to complete the form.

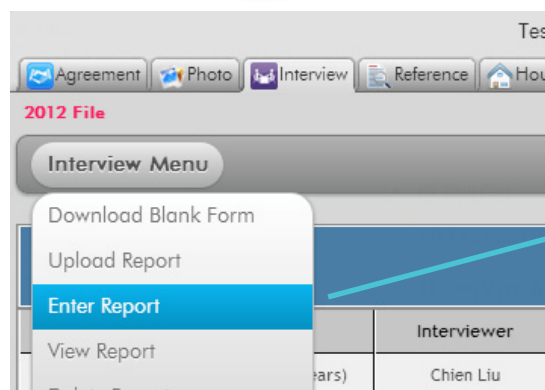
OPTION B: to upload a handwritten report that you have printed, completed, signed and scanned to your computer, click on Upload Report. To download a blank form which you can print, complete and sign, click on [Download Report](#).

WAIT!

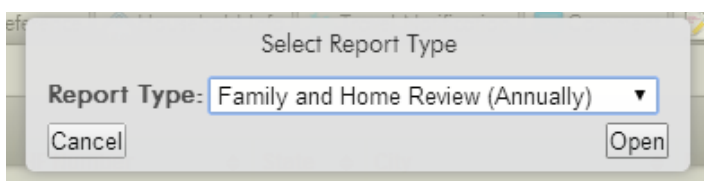
You will need your e-signature to submit forms in the Host Family Interface. If you do not know your e-signature, you can easily create a new one by following these steps:

- A. Log into my.YFU.org
- B. Click on Account in the top right corner above the word "Welcome."
- C. Click on the E-Signature in the left sidebar.

OPTION A



1. Hover your mouse over Interview Menu and select Enter Report.



2. Select the type of report you would like to enter and click Open.

Test Family | HF1029280553 (2011 File)

2011 File

Host Family Screening Interview Report

Summary and Evaluation

After completing the in-home interview, please reflect upon the experience and respond to the questions below. The report will be reviewed by the district office. For more information, visit the Host Family Interface at www.yfu-usa.org or scan this form to the district office.

Family Environment

1. Were all household members present for the interview? If anyone was missing from the interview, list name/s here.

Missing household members:

3. The form will open for you to complete.

I am the same person who completes the family's reference checks. I affirm that I completed the interview with the student.

I am a YFU international student. *(explain in comment box above)*

I am a YFU international student. *(explain in comment box above)*

Sign Save

4. After completing the form, click on Save.

The page at <https://yfuusa.org> says:

Please click on the 'Sign' button to apply the changes to the report.

OK

cannot be completed. Reference checks cannot be completed by the host family and I am not a YFU international student.

I am a YFU international student. *(explain in comment box above)*

I am a YFU international student. *(explain in comment box above)*

Sign

5. At the pop up window, click OK.

6. Scroll to the bottom of the form and click Sign.

Sign Host Family Interview Report

Date of home visit: 02/15/2013

E-Signature:

Confirm E-Signature:

Cancel Sign

7. Enter the Date of the Home Visit and your E-Signature and click Sign.

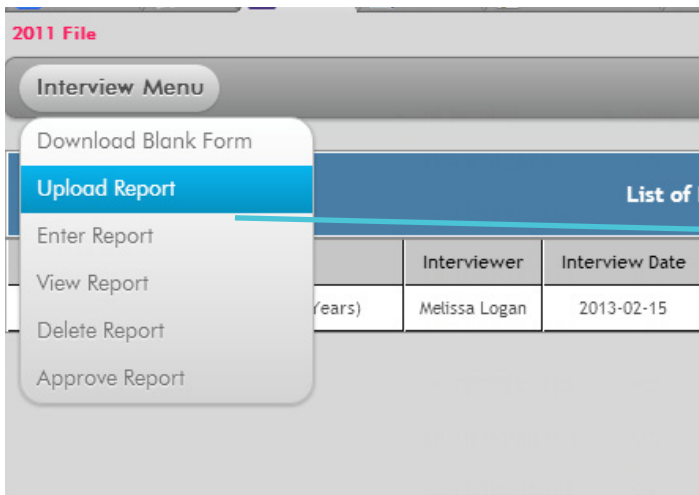
enu

List of Interview(s)

Type	Interviewer	Interview Date	Uploaded By	Uploaded Date
Interview (Every 3 Years)	Melissa Logan	2013-02-15	Melissa Logan	3/18/2014 11:21:30

8. You should see that the report has been entered successfully.

OPTION B



1. Hover your mouse over Interview Menu and select Upload Report.

Interviewer Last Name:
 (Enter 2 letters + Search)

Date of home visit:

A host family's in-home interview cannot be conducted by the same person who completes the family's reference checks. Please select which box is checked in the Acknowledgement Section on the last page of the report.

recommend this family to host a YFU international student.

Interview Type:

2. Enter the first two letters of the interviewer's last name in the search bar.

Interviewer Last Name:
 (Enter 2 letters + Search)

Please select a name:

Pamela Teresinski Stephanie Terrill-Sosky
 Teresa Terrill Test Test
 Test Test

[<< Previous](#)

Date of home visit:

A host family's in-home interview cannot be conducted by the same person who completes the family's reference checks. Please select which box is checked in the Acknowledgement Section on the last page of the report.

recommend this family to host a YFU international student.

Interview Type:

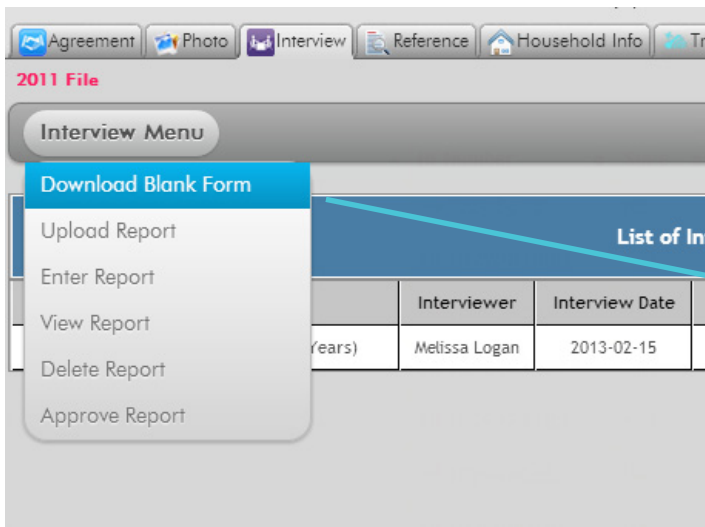
PDF File: AOInterview...et2007.doc

3. In the resulting dialog box:
 - Select the correct interviewer.
 - Enter the date of the interview.
 - Indicate if the interviewer recommends the family.
 - Select the type of interview.
 - Select the PDF file of the interview on your computer from the Choose File dialog.
 - Click upload.

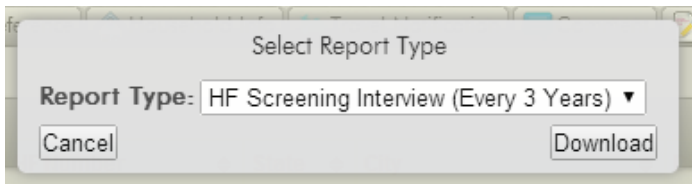
List of Interview(s)				
Type	Interviewer	Interview Date	Uploaded By	Uploaded Date
Screening Interview (Every 3 Years)	Melissa Logan	2013-02-15	Melissa Logan	3/18/2014 11:21:30

4. You should see that the report has been entered successfully.

DOWNLOAD REPORT



1. Hover your mouse over Reference Check Menu and select on Download Blank Form.



2. Select the type of interview you wish to download.
3. The file will download as a single PDF - follow your system prompts to save or open it.