



OVERVIEW

BIG IDEA

Effective interviewing requires preparation, professionalism, and practice.

OBJECTIVE

4.10: Demonstrate professionalism and effective interviewing technique.

AGENDA

1. Reflect
2. Role Play
3. Pros/Cons of Types of Interviews
4. Read: Professionalism
5. Assess

HOMEWORK

Find 3 resources (people or places) in your community who work in adolescent sexual health.

LESSON 4.10

Interviews

SUMMARY:

Overview: This lesson will introduce students to the idea of interviewing someone as a source of data and information on their upcoming case study project. In reality, the students may be in a class setting with an expert (group interview!) or in a small group visiting a site, but these are practical skills to develop for application in a variety of settings. First, students will reflect on their experience and knowledge with interviewing. Then they will role play an interview. Next they will read information on professionalism in interviews and brainstorm pros/cons of different types of interviews.

STANDARDS:

NHES 3.12.2: Use resources from home, school, and community that provide health information.



Conducting Interviews

Obj. 4.10: Demonstrate professionalism and effective interviewing technique.



1. Have you ever been interviewed or conducted an interview? What were the positive and negative aspects of this experience?

2. Many websites will share lists of Do's and Don'ts for interviewing. Write your own tips below. Try to include at least 3 Do's and 3 Don'ts.

Do:	Don't:



1. With a partner, each take one of the following roles:

MANAGER (Interviewer): You are the manager of an indie rock band. You've just held tryouts to fill the position of drummer and now you are interviewing one of the top three contenders to see if the band should select him to join.

DRUMMER (Interviewee): You are looking to join an indie rock band and successfully advanced to the next round after the tryouts. Now you are ready to interview.

2. **Prepare:** To prepare for the interview, the manager should jot down at least 4 questions and the drummer should prepare answers to questions he anticipates the manager might ask.

3. **Conduct the interview:** Act as authentically as possible in your roles.

4. **Reflect:** How did it go? What were the strengths and weaknesses of the interviewer and interviewee.

DO NOW:

Compile Do's and Don'ts on butcher paper (choose student recorders), an a PowerPoint slide, etc. These will be handy reminders for the future!

DISCUSS: Allow students to switch roles and do it again, if time permits. This will allow them to practice incorporating the constructive feedback they gave into their new roles. If desired, the scenario can be switched to almost anything (job interview, college interview, etc.)



Interviewing

Would you rather be interviewed or conduct an interview? For some people, both prospects sound equally intimidating. Often, fear and anxiety about interviewing is misplaced; with a little practice and preparation anyone can be good at it.

Interviews are useful when you are looking to get an expert's opinion on an issue, or tap into the experiences of a person who is immersed in the world you want to learn about.

There are many types of interview. The one that suits your needs best may be based on the person's availability, your comfort level, and technology available.



In the table below, list at least one Pro and one Con for each of the types of interviews:

Type of Interview	Pro	Con
Face to Face interview		
Phone interview		
Skyppe/Facetime interview		
Email interview		
Chat interview		

THINK: Possible answers:

Face to face:

PRO: personal, can read body language, can develop closer relationship

CON: may be difficult if distance/time pose problems, can be uncomfortable for those who are nervous/anxious

Phone interview:

PRO: Able to write/type without worrying about eye contact; convenient

CON: impossible to read body language

Skyppe/Facetime:

PRO: body language, more personal; convenient;

CON: possible problems w/ tech

Email:

PRO: flexible, gives interviewee time to think about answers

CON: some prefer not to type long answers; can't convey emotion/tone in text, etc.

Chat:

PRO: more interactive than email; gives each party time to process/think between typing;

CON: possible tech issues; misinterpreting tone



Professionalism in Interviewing

Before the Interview:

Setting up the interview: You will often need to reach out by email or phone (or both) to set up interviews. It is important to make a good first impression. You want your tone to be courteous and professional. You also want to be clear and convey all important information (who you are, the purpose of the interview, etc.). Read the sample email below for an example of professional communication.

Hello _____,

I am a **STUDENT** at **SCHOOL** working on a project on **FOCUS AREA**. Since your work is directly related to this topic, I am reaching out to you to find out if you would be willing to set up a short 20-30 minute interview with me so that I can learn more about your work and gather information for my project.

If you are able and willing to participate in this interview, I would greatly appreciate it.

I look forward to your reply,
YOUR NAME

Preparing for the interview: You want to be sure you have done your homework. Research the person and/or organization as much as possible beforehand, and feel free to inform that person that you have already checked out their website so that they know you have a basic understanding of what information was already available. Plan thoughtful questions that take advantage of their expertise. You will want to prioritize your list of questions.

During the Interview:

Listen: Be sure to listen well. Your follow-up questions should logically stem from what the person has already said. Make sure your eye contact and body language help them feel that you are being a good listener. Show enthusiasm and interest in their responses.

Formality: Follow the cues of the person you are interviewing. If they invite you to sit or ask if you want a drink, be courteous and gracious.

Recording: If you want to record the interview, be SURE to ask prior to setting up your recording device.

After the Interview:

Thanking them: Be sure to express your appreciation for their time and openness when the interview concludes. It is also courteous to send a thank you note to follow up.

Processing information: You probably did not have time to write down everything you would have liked to write, while maintaining your eye contact and active listening skills. Therefore, it is important to spend some time immediately or shortly after the interview to write down key points and discussion notes that you don't want to forget.

READ: Ask students: Which guidelines do you find most helpful? Least helpful? What would you add to this list? (add any additional tips to butcher paper or board, along with the other dos and don'ts for display in room)



Questioning Practice

Brainstorm questions you would ask a social worker who handles a caseload of pregnant teenagers and teen mothers and fathers. Write your questions below:

Questions

THINK: These questions may end up being applicable to the students' actual interactions with the health professionals for Case Study 4.11.



Write down one way to be professional BEFORE, DURING, and AFTER an interview.

Before Interview	
During Interview	
After Interview	



Research your community. Find at least three people or sites (clinics, organizations, agencies, etc.) who do work related to adolescent sexual health. List them, along with their websites (if available) and contact information below:

- #1:
- #2:
- #3:

HOMEWORK: The purpose of this homework assignment is to help prepare for the case study 4.11 by giving students a chance to research the resources in their communities. Even if the case study is set up with the instructor assigning sites, bringing in one expert/organization, or some other way, having a list of resources will equip students to seek even more information on their own. Consider offering extra credit for this (if documentation of interview and signature is provided), if your policies permit.