

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:

DISCUSS

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.



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.

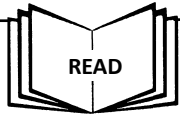
Interviews are useful when you are looking to get an expert's opinion on an issue, or tap into the experiences of a person who is immersed in the world you want to learn about.

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		



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.



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



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: