**Interviews**

**BIG IDEA:** Effective interviewing requires preparation, professionalism, and techniques.

**OBJECTIVE:** Demonstrate effective interviewing technique and professionalism.

**Do Now:**

1. Briefly describe a situation in which you have been interviewed. What went well? What did not go well?

2. Briefly describe a situation in which you interviewed someone else. What went well? What did not go well?

3. Make a list in the table below of at least 3 **Do** and **Don’t** tips that you should remember when being interviewed or when interviewing someone else.

**Interview Do’s & Dont’s**

|  |  |
| --- | --- |
| **Do** | **Don’t** |
|  |  |

On your index card, write down one thing that…you are an expert in or know a lot about **OR** you are passionate about or enjoy spending time on **OR** you love talk about or read about. Then you will take turns going through a mock interview with two other classmates, in which they will ask you questions about that topic as if they were trying to learn more. This mimics the situation you will be in, where you are trying to learn about a topic from an expert or health professional.

**Feedback on Practice**

|  |  |
| --- | --- |
| **Interview #1:**  *Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *should improve…*  *Interviewee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *should improve…* | **Interview #2:**  *Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *should improve…*  *Interviewee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *should improve…* |

**SUGGESTED INTERVIEW REQUIREMENTS:**

* You must interview at least one person, complete the Interview Log, and submit by \_\_\_\_\_\_\_\_\_\_
* You must complete the interview face-to-face unless this option is not available due to scheduling or geographic location. If a phone or email interview is to be complete, you must get instructor to sign your Interview Log ***ahead of time*** to approve this option. Be ready to show documentation (i.e. emails sent back and forth) to validate that phone/email must be used.
* You **may not** use a person you already know for your required interview. If the person is a colleague of someone you know or you make a connection through people you know, this is okay. But the person you interview should not be someone you have met on more than one occasion.
* If you cannot find someone who fits your needs, you should reach out to your instructor no later than \_\_\_\_\_\_\_\_\_\_\_\_\_.

**Interviewing** *(from Purdue OWL - https://owl.english.purdue.edu/owl/resource/559/04/)*

Interviewing is a great way to learn detailed information from a single individual or small number of individuals. It is very useful when you want to gain expert opinions on the subject or talk to someone knowledgeable about a topic.

**Interview do's and dont's**

When conducting interviews…

* **Do** be careful of the types of questions you ask. See the “Creating good survey and interview questions” section for more information.
* **Do** start the interview with some small talk to give both yourself and the person you are interviewing a chance to get comfortable.
* **Do** bring redundant recording equipment in case something happens to one of your recording devices.
* **Do** pay attention to what is being said during the interview and follow up responses that sound interesting.
* **Do** come to the interview prepared. You should learn as much as you can about the person you are going to interview before the interview takes place so that you can tailor your questions to them.
* **Don't** pester or push the person you are interviewing. If he or she does not want to talk about an issue, you should respect that desire.
* **Don't** stick to your questions rigidly. If an interesting subject comes up that relates to your research, feel free to ask additional questions about it.
* **Don't** allow the person you are interviewing to continually get off topic. If the conversation drifts, ask follow-up questions to redirect the conversation to the subject at hand.

**Types of Interviewing:**

Several different types of interviews exist. For this course you must do a face-to-face interview unless that option is not available. In this case, get approval ahead of time with the instructor.

**--Face to Face Interviews:** Face to face interviews are when you sit down and talk with someone. They are beneficial because you can adapt your questioning to the answers of the person you are interviewing.

**--Phone Interviews:** Phone interviews can be used when you need to interview someone who is geographically far away, who is too busy to meet with you to talk, or who does not want to use Internet technology.

**--Email Interviews:** Email interviews are less personal than face-to-face or phone interviews, but highly convenient for most individuals. You may not get as much information from someone in an email interview because you are not able to ask follow-up questions or play off the interviewee’s responses.

**--Setting up an interview**

When setting up an interview, be sure to be courteous and professional. Explain to the person being interviewed who you are, what you want to talk them about, and what project you are working on. Don’t be discouraged if not everyone you contact is willing to be interviewed.