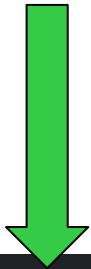


Welcome to Best Practices for Interviews

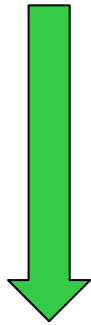


How to Interact

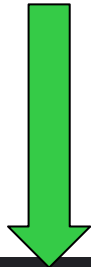
Mute
and
unmute



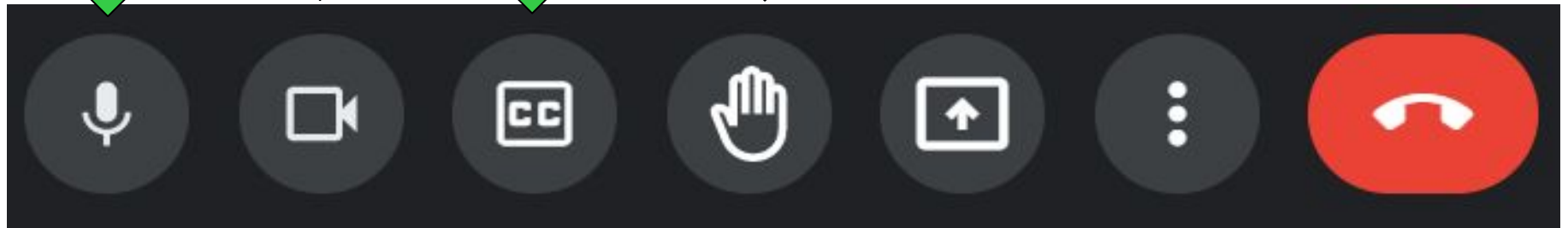
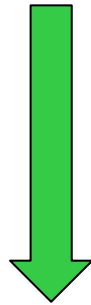
Camera
on/off



Activate
Closed
Captions

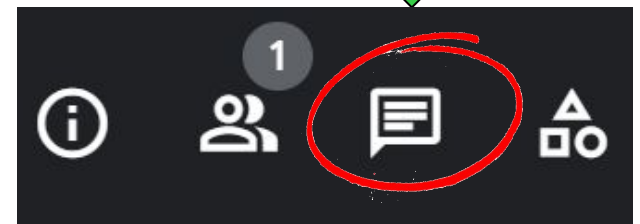
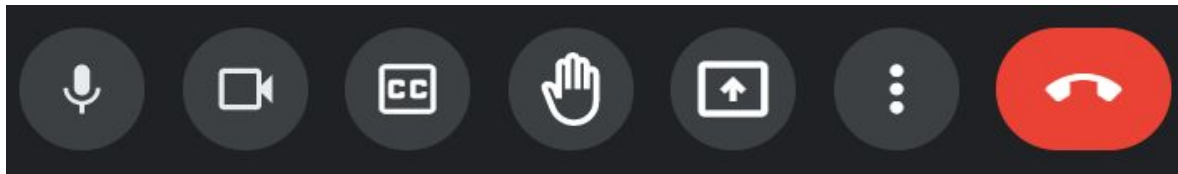
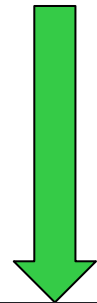


Raise and
Lower Hand



How to Interact

To open the chatbox click the
speech bubble icon



Welcome to Best Practices for Interviews



Where Are We Going?



Types of Interviews

Introduce Interview Template

Interview Etiquette and Tips

Wrap Up



Conversation Versus Interviews



What Is an Interview?

“A conversation with a purpose, carried out for research or less formal inquiry.” (Robson)



Where Are We Going?



Types of Interviews

Introduce Interview Template

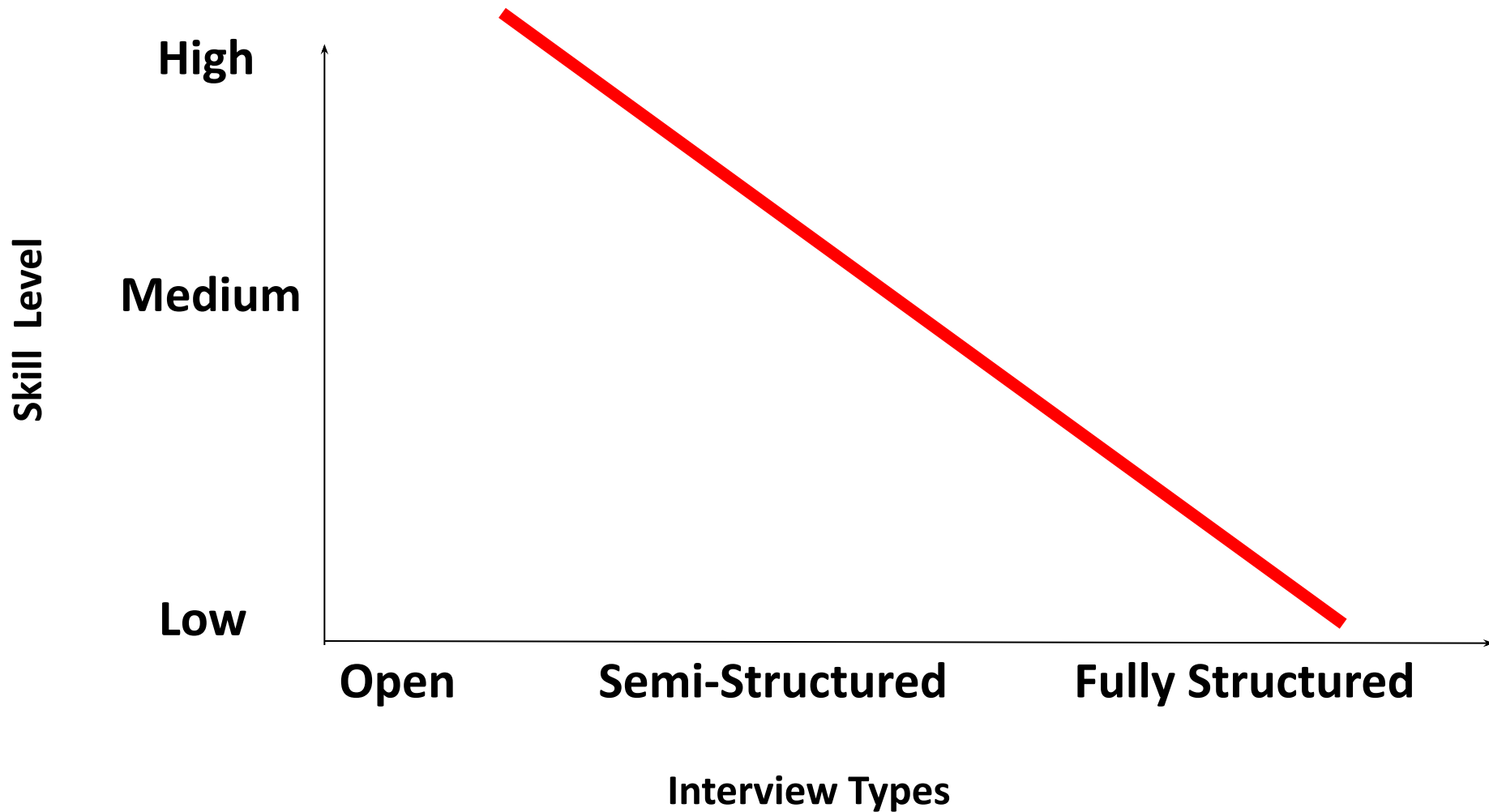
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Types of Interviews



Interview Skill Level



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Types of Interviews - Open

Concerns general area of interest but lets dialogue develop organically within that area



Types of Interviews - Semi-structured

Creates a set of questions in advance but can be modified based on the course of the dialogue



Types of Interviews - Fully structured


Predetermined set of questions and sequence with the responses recorded in a standardized way



Activity Interview Scenarios



Activity Interview Scenarios

- Read the Community Disaster Planning scenario in Job Aid #2
- Complete the poll with the type of interview you feel works best for this situation
- Click  icon to open the poll
- Activity time 5 minutes
- Raise your hand when you finished



Which Type of Interview

Open

**Semi
structured**

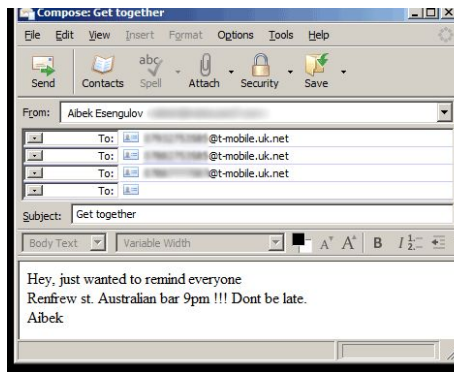
**Fully
structured**



Who Are You Going To Interview?



How To Conduct?



Where Are We Going?



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Interview Template

- Introduction
- Questions
- Closing



Interview Template - Introduction



- Introduce Yourself
- Describe Purpose
- Recording
- Sensitivities
- Confidentiality
- Use of Information Gathered



Sample Introduction Text

Hello, thank you for your time. My name is _____ with _____. Today's interview is part of research/initiative/process to _____, and I appreciate you taking the time to participate. I expect this interview should last no longer than _____ minutes/hour. To ensure our conversation is captured in its entirety, is it okay if I record it with my smartphone/video/recorder? If not, I can take notes as we speak. The information you share with me today will/will not be kept confidential and any attribution to quotes will be handled by _____. Our discussion today will help _____ and ultimately _____.



Interview Template - Questions



Interview Template - Questions



Interview Guide - Closing



- Thank Interviewee
- Reiterate Information Use
- Confidentiality
- Provide Contact Information
- Verify Interviewee Contact Information



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Appearance



Interview Etiquette

Behavior



Probes



Example Probes

- Nod Slowly, Tilt Head
- “I see”
- “Tell me more about”
- “What happened next?”
- “Can you give me an example of.....”



What Do You Notice?



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Interview Tips

Do

Be comfortable with the
7 second pause

Start the interview
right away

Ask one question at a time,
use simple, clear language

Be aware of body language
(unspoken cues)

Use filler words (ummm, yeah)
or leading phrases

Don't



Interview Tips

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Mock Interview Activity

- Take out Job Aid #5 Mock Interview
- Create an interview regarding “getting to know the other person in my pair”
- In breakout rooms each person has 8 mins to conduct their interview followed by 2 mins for feedback.
- Total time in breakout pairs 20 mins



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Takeaways



Questions?

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