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?

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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
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

Behavior

Interview Etiquette

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?
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

**Do**

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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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