

CONDUCTING INTERVIEWS AND DISCUSSIONS

What is an Interview?

A conversation in which the purpose is to gather information is known as an **interview**.

Elements of an Interview:

- An effective interview should have a clear **purpose**.
- Before an interview, the interviewer should prepare a **list of questions**.
- An interviewer should make an **appointment** with the person he/she is interviewing.
- An interviewer should be **prompt** for his/her appointment.
- An interviewer should **introduce** himself/herself to the person being interviewed.
- At the beginning of an interview, the **purpose** for the interview should be restated.
- During an interview, it is important to be **polite**.
- In order to remember important information, interviewers may **take notes** or use a recording device.
- At the conclusion of an interview, the interviewer should **thank** the person being interviewed.
- A **summary** of the interview should be prepared as soon as possible after the interview.



PREVIEW

Please login or register to download the printable version of this study guide.

www.newpathlearning.com

Try This!

- 1] Which expert would you interview for information on caring for a new **puppy**?
 - a] an attorney
 - b] a firefighter
 - c] a veterinarian
 - d] a librarian
- 2] If an interviewer **records** the interview, he/she should ask permission ahead of time.
 - a] true
 - b] false
- 3] Using the **exact words** of the person being interviewed is known as a _____.
 - a] quatrain
 - b] quintet
 - c] quotation
 - d] quorum