

Preparing an interview

Introduction

There is more than one way to carry out an interview so it's not our intention to be too specific. The lessons we provide fall somewhere in between the following; Unstructured interview, Semi-structured interview, or a Structured interview. Whatever you do, being prepared gives you the best chance of collecting great material for your project or ongoing explorations.

You will be getting an insider's perspective on your subject so spend time preparing your questions, or at the very least, have a clear idea of what you set out to achieve. The person you interview will most likely be a very busy person, so make sure you show respect and thank them for their time.

First framework

1. Research your person

Clarify the purpose of this interview.

- **Clarify the reason** for interviewing this person (why have you chosen to interview this person?)
- **What do you want from this interview?** To inspire, warn, create a story, motivate?
- Are you going to use the interview as a source of information for a speech or article?

Tasks

- **Find** out as much as you can about this person before you prepare the interview questions
- **Read** articles, books, websites, stories about this person.
- **Write** down any information which will help you prepare for the interview.
- **Keep** a list of all the notes you take as you research this person and note the resources you have used.

- Pay attention to your thoughts and any questions which arise from your reading. **The things which intrigue you the most could lead to inspiring possibilities!**

Second framework

2. Develop your questions

Develop your questions based on the research and from your goals set in the previous section

Tasks

- **Learn** how to write short, simple questions that are open-ended.
- Don't write questions that allow the interviewee to answer with a 'No' or 'Yes'. These are closed questions and are not good for gathering information. **Check your questions with your teacher and buddy.**
- **Write** your questions in the order you want the information to be in your document. You can make changes later if you need to.
- **Develop** questions that allow the conversation to flow naturally.
- **Ask** questions. If you can think of a way to draw out stories by the questions you ask, this is a super way of getting information that has an impact on your listeners or readers. We all love stories!
- **Review** your questions: Refer to the samples in this section.

Third framework

3. Take the interview

Tasks

- **Practice** your questions and then make a date with your interviewee.

On the day of the interview have all your equipment ready: know exactly what you need and where they are. **Fumbling is embarrassing and unnecessary.**

- Be polite and respectful.
- Talk less, listen more – Don't be afraid of silences – it just means you will get well thought out responses. Show that you are curious and genuinely care.
- Let them know you are grateful for this opportunity and you care about the information they provide for you - this will get you good results.
- Ask if they are okay with you recording the interview. You need to do this as it will be impossible to write everything down.

Enjoy your time with this amazing person!

Fourth framework

4. Wrapping up

Now that you have finished the interview and recordings, you need to go through each question and write what the interviewee said.

IN THE EXACT SAME ORDER AND WORDS.

If you are going to publish this interview in your school or another public space, you must ask permission from your interviewee in writing. Don't forget to thank them in person or by writing a note.

If you are planning to write an article or add this to a project then use another text type to help support you through the next stage.

Congratulations you have completed an exciting project!

Key Competencies – **managing self**

4

I have set and monitored my personal goals and achieved a high standard of work. The material I gathered from the interview reflected a clear purpose and added value to my learning.

3

I have set and monitored my personal goals and achieved a good standard of work. The material I gathered from the interview reflected a clear purpose and added value to my learning.

2

I have set and monitored my personal goals and achieved a reasonable standard of work. The material I gathered from the interview reflected a clear purpose and added some value to my learning.

1

I did not set or monitor my personal goals well and achieved a low standard of work. The material I gathered from the interview reflected an unclear purpose and added little value to my learning.

Key Competencies – **managing self**

4

I was aware of the importance of showing respect to the person I interviewed, I prepared my interview well. I managed my timeframes and arranged a suitable time for the interviewee.

3.

I was aware of the importance of showing respect to the person I interviewed, I prepared my interview reasonably well. I managed my timeframes and arranged a suitable time for the interviewee.

2

I was aware of the importance of showing respect to the person I interviewed, however, my preparation showed little consideration. I didn't manage my timeframes very but managed to arrange a time for the interviewee.

1

I was aware of the importance of showing respect to the person I interviewed, however, my preparation showed no consideration. I didn't manage my timeframes or arrange a suitable time for the interviewee.

Key Competencies – thinking

4

I considered a variety of different approaches to the interview to make sure I was getting the best outcome and meeting my goals. I am very happy with what I have achieved.

3

I considered different approaches to the interview to make sure I was getting the best outcome and meeting my goals. I am happy with what I have achieved.

2

I didn't spend enough time considering different approaches to the interview in order to get the best outcome. I know I could have done better in meeting my goals.

1

I didn't spend enough time considering different approaches to the interview in order to get the best outcome. I didn't apply myself to meeting my goals.

Key Competencies – relating to others

4

I felt confident relating to others and carried out my interview with respect and an awareness of the interviewee's feelings. I captured many moments of inspiration to create a meaningful outcome.

3

I felt reasonably confident relating to others and carried out my interview with respect and an awareness of the interviewee's feelings. I captured moments of inspiration to create a meaningful outcome.

2

I gained some confidence relating to others and carried out my interview with respect and some awareness of the interviewee's feelings. I captured moments of inspiration to create some meaning in my work.

1

I had little confidence relating to others and struggled to carry out my interview with awareness of the interviewee's feelings. I struggled to capture moments of inspiration to create meaning in my work.

Key Competencies – participating and contributing

4

I was able to ask questions to create opportunities for ongoing discussion about issues that affect our communities, whanau or beyond and make meaningful contributions.

3

I was able to ask questions to create opportunities for ongoing discussion about issues that affect our communities, whanau or beyond and make some meaningful contributions.

2

I gained some confidence in asking questions which could create opportunities for ongoing discussion about issues that affect our communities, whanau or beyond. I struggled to make meaningful contributions.

1

I gained little confidence in asking questions which could create opportunities for ongoing discussion about issues that affect our communities, whanau or beyond. I did not make meaningful contributions.