

Interviewing people

❑ Employment purpose, to get information and give information

❑ Guidelines to the interviewer

- 1. plan the interview**
- 2. put the interviewee at ease**
- 3. Make the purpose clear**
- 4. let the interviewee do the most talking**
- 5. guide the interview**
- 6. listen**
- 7. keep a record**
- 8. end the interview**

Plan the interview

- determine what information we need
- generally we can write questions
- we can use it as an outline

Put the interviewee at ease

- ❖ we can not obtain information from nervous people
- ❖ use social skills to put the people at ease
- ❖ we can start with friendly questions:
hobby, interest, home town and so on

Make the purpose clear

- ✓ In some cases it is known to the interviewee
- ✓ explain the purpose
- ✓ what information we expect

Let the interviewee do the most talk

- ☐ we can get the maximum information allowing interviewee talk much
- ☐ we should only guide to the course of the interview
- ☐ ask specific questions only
- ☐ put the interviewee at relaxed and informal mood

Guide the interview

- ❖ Leader's role
- ❖ even goes off the track
- ❖ follow the plan

Listen patiently

- Listen everything
- listening appearance
- make sure that you are paying attention to the person
- use appropriate approach of listening

Keep record

- ❖ Make the list of information
- ❖ record the information
- ❖ we can do it during and immediately after interview

End the interview

- ❖ as an in charge of the interview we should end it
- ❖ ask the finalizing questions
- ❖ if there anything else you would like to share? If not thank you for giving your time