

MODULE 5

INTERVIEWING: PART 2

PREPARATION FOR THE INTERVIEW

There will always be a few nervous writers in the room on the day of the interview; but by being prepared and having the questions list available hopefully nerves will be alleviated. So when your interviewee arrives it will be plain sailing.

However, there are some things worth mentioning to your team in preparation for your interview. These include:

- Introducing themselves to the person who is being interviewed and what their interviewee can expect during their time with you. This can be done by one, or all of the team, depending on how much time you have.
- If you are using technology for this interview, such as recording devices, cameras etc, before the interview commences is the time to make sure everything is working properly.
- Note taking. We encourage our teams to take notes during their interviews, so if they do have any follow up questions based on what the interviewee answers they can write them down. It is also worthwhile having someone on hand to write down the responses or be responsible for transcribing an audio copy of the interview for fact checking purposes and authenticity.
- Speaking clearly and confidently. This is a skill your writers will need as they progress in education and employment. It is common for many to feel somewhat overwhelmed speaking to people they don't know, but in this situation, it can actually help them build their confidence.
- Quiet Please. It is quite common for the team to be a little excited about their interview. Therefore, it is worth mentioning to them as you prep for your interview about the importance of being respectful to their guest and the other members of the team who are yet to ask their questions by remaining quiet. Another things to point out to your team is how fidgeting can cause disruption during the interview.

THE INTERVIEW SETTING

It is worth setting the room up in the style of a press conference, interviewee at the front with a glass of water and a list of questions they are going to be asked.

Setting up like this makes the interviewee the focus and it is easier for them to see everyone if you have a large team. But there may be situations where your interview is less formal, and a relaxed seating arrangement can be used. We have found that the press conference style is fully embraced by the groups we have worked with.

Sometimes you may be asked in advance what the questions might be, and it is at your discretion if you choose to give these to the interviewee prior to them arriving. However, it can help your person plan their responses if they have them in advance and give them an indication of what is on the menu for them when they sit down to talk to your young writers.

THE INTERVIEW

Once you have your questions and the running order of them in place the chances of anything going wrong are minimal. As we talked about earlier, there may be things your team want to ask that come up in the conversation, so it really is worth them making notes if possible so they can follow up at the end of the session.

There may be a chance that someone might be ill or unable to attend the session and by planning the questions in advance you can always quickly allocate that question to another writer, so their question is answered.

CLOSING THE INTERVIEW

As the facilitator you should be cautious of time, particularly, if your interviewee is only with you for a specific period of time. Once any follow up questions have been asked, we tend to ask if the interviewee would like to ask the team any questions. Some do, some don't, but it is something that allows them to find out more about what the project actually is and how the young writers are enjoying it.

At this point it is always worth getting some photographs of the team and their interviewee. These can be a great tool for the publication as well as social media pages, if you use them within your school or organisation.

Ensure you have the correct contact information to verify anything that may have been taken down incorrectly as well before saying goodbye to your interviewee. It is always nice to offer the interviewee the opportunity to receive a copy of the publication or a link to it as well. This will also widen the

audience of your This could lead to more interviewing opportunities for your team too.

WHO WAS LISTENING?

So, your interviewee has left the building, and as well as quickly talking about and transcribing what you have just heard, it is always worthwhile asking the team some questions about the interview. This will show how much they listened and what they heard.

It is also really worth asking your team for feedback about how they found the whole process of interviewing to find out if anything could have been done differently or what they enjoyed about the experience. Depending on how much time you are dedicating to this publication, you may want to consider this feedback as you plan for more interviews.

SUCCESS CRITERIA

- To understand what an interview is and why they are relevant
- To show an understanding of open and closed questioning
- To ask relevant questions linked to knowledge of the interviewee
- To show listening skills and oratory skills during the preparation for and during the interview
- To ask follow up questions based around interviewee responses

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** *advanced learning*