

Getting to Know You

Interview Checklist: the student formulates questions and conducts an interview

Interviewer: _____

Interviewee: _____

Observer: _____

Directions: beside each blank, write:

“YES” if the area was done well.

“MAYBE” if the area needs to be improved.

“NO” if the area was not done at all.

The Interview:

1. _____ had an obvious introduction and conclusion
2. _____ questions were easy to understand
3. _____ questions were written in an open-ended manner to reveal information beyond the surface level
4. _____
(may add an area from the brainstorm list)

Verbal skills

The interviewer:

1. _____ enunciated the words
2. _____ was heard clearly
3. _____ used a friendly tone to make the interviewee feel comfortable
4. _____
(may add an area from the brainstorm list)

Body Language

The interviewer:

1. _____ used good eye contact
2. _____ used appropriate posture
3. _____ dressed appropriately
4. _____
(may add an area from the brainstorm list)