

# Guidelines for the Introductory Interview

## **Engagement:**

Greeting & Introduce yourself (Name, Agency Affiliation, and Role).

Ask interviewee for their name. Ask, "How would you like me to address you (first name, title and last name, nickname). Thank the interviewee using the preferred name.

## **State your purpose:**

"I would like to learn more about you and your experience in the field and to find out what you need to get out of this workshop. Is that okay with you?"

## **Give permission for feedback:**

"If there is anything I ask you or say that makes you uncomfortable or is offensive to you will you be sure to tell me? (Thank the interviewee for their response)

## **Questioning:**

- How long have you been in your present job?
- Tell me about what you do in your work?
- What do you like about your work?
- What other work experience have you had in child welfare or the helping field?
- What are the ways that you relax from the pressures of the job?
- What are the challenges you encounter in interviewing clients?
- What is a strength that you have that helps you to be an effective interviewer?
- Is there anything else you would like to tell me about yourself?

## **Summarization:**

Interviewer briefly summarizes what he/she learned from the interview.

Interviewer asks, "Is that an accurate summary of what you told me?"

## **Close:**

"Thank you for sharing this information about yourself."

## **Feedback:**

Use the Observation Feedback Form.