

Introductory Interview Feedback Form

Instructions: Place a check mark in each box if the behavior described occurred.

Engagement:

- Interviewer greeted partner and introduced him/herself (Name, Agency Affiliation, and Role)
- Asked interviewee for his/her name and preference for address

Statement of purpose:

- Interviewer stated purpose clearly and accurately

Gave permission for feedback:

- Interviewer encouraged partner to offer feedback about anything the interviewer might say that could cause discomfort or offense
- Interviewer thanked partner interviewee for their response to the comfort question

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 do you hope to get out of this training that will help you to better manage the challenges you face in interviewing and working with 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 summarized interview accurately
- Interviewer asked for feedback, i.e. "Is that an accurate summary of what you told me?"

Close:

- Interviewer thanked partner for sharing information

Introductory Interview Feedback Form (cont'd)

Feedback

Purpose Check:

Was the purpose of the interview accomplished? If not, why not?

Focused Listening:

List the verbal and nonverbal (body language) that indicated that the interviewer was attentive to the communication of the interviewee.

Containment:

Did the interviewer refrain from introducing his/her own experiences or extraneous comments into the interview? Yes No. If "No," describe why, and what the interviewer will do differently next time.

Questioning:

Were the questions relevant to the interview?

Displaying Understanding of Client Feelings:

What did the interviewer say that conveyed an understanding of the partner's feelings?

Motivational Feedback:

Note anything the interviewer did or said (not already mentioned) that worked to make the interview effective.

Constructive Feedback:

Note anything the interviewer did or said (not already mentioned) that posed an obstacle to the effectiveness of the interview. Next time, what can the interviewer do differently to avoid that obstacle?