

Interviewing basics: Self-directed lesson handout

As you learn about interviewing through the slideshow, use this handout to take notes and practice.

Intro to Interviewing

Answer the following questions as you watch the Introduction to Interviewing slideshow.

1. What are three key things that make a great interviewer?
 - a)
 - b)
 - c)
2. What do all of these types of interviews have in common?
3. What are the advantages of a face-to-face interview?
4. What are the pros and cons of interviews by email or text?

Pros:

Cons:
5. What are the best uses of text, email or social media for interviewing?
 - a)
 - b)
6. Before you interview someone, it's important to do research and write questions. Why is that an important step?
7. What resources should you use for preliminary research?

Name: _____

8. What is an open-ended question, and why is it better to ask?
9. What kinds of questions are good to create comfort at the beginning of an interview?
10. What tips should you follow when interviewing?
 - a)
 - b)
 - c)
11. What should you do before you head out to conduct an interview?
 - a)
 - b)
 - c)
12. Why is it important to start with an informal chat?
13. What question should you always ask first?
14. What might you learn about a source from his/her environment?
15. What question should you always ask last?
16. How will you go about fact-checking?
17. What parts of an interview should you transcribe?

Reflection

18. What questions do you still have about the basics of interviewing? What most concerns you? Why?