

A- 9 Assessing your Interview



HOW WELL DID I CONDUCT MY INTERVIEW?

Did I:

- Write a list of good open-ended questions?
- Introduce myself (if applicable) and tell the purpose of my interview?
- Take careful notes?
- Respond to the interviewee with proper body language, direct eye contact, facial expressions?
- Use polite manners?
- Ask probing questions after initial answers? Check if I was uncertain?
- Speak clearly so that I was easily understood?
- Thank them for their time?
- Present my interview in an organized fashion?

Reflect on your learning. What were your strengths? What would you have to improve next time you conducted an interview?
