



## Reflection & Tips: Interview

Take a moment to reflect on your skills and comfort in conducting a Getting to Know You Interview. Look over the list of skills below and then ask yourself the following questions:

### Key Interviewing Skills

- Creating a partnership and building rapport
- Clarifying purpose and expectations
- Using a conversational tone
- Providing structure (sticking to the agenda, ending on time)
- Exploring values
- Asking open-ended questions
- Giving authentic affirmations
- Using reflections
- Using concise summary statements
- Pacing (not too fast, not too slow)
- Ending the interview summary with an optimistic tone

- What are the aspects of interviewing that I do especially well?
- What are the aspects of interviewing that I could do better?
- What will get in the way of me conducting effective interviews with teachers?
- How can I overcome these potential challenges?
- What is one thing I would like to improve upon when it comes to interviewing?

Complete the following sentences in your own words:

**Improving my interview skills is important for me because...**

**I am confident that I can improve my interview skills because...**



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Challenges	Tips from the Field
<p>“ “ <i>There's not enough time to complete the entire interview.</i></p>	<p>Complete the interview in segments, but be sure not to rush through any section. In any five-minute interaction, be sure to spend at least a minute focused on rapport building.</p>
<p>“ “ <i>Teachers sometimes get emotional when discussing their values and why they became a teacher.</i></p>	<p>If a teacher becomes sad, or if they cry during your meeting, remember your role is simply to be present and accept where they are coming from and empathize if possible. You do not need to fix anything. Just acknowledge whatever the person is experiencing, wait a moment, and then proceed.</p>
<p>“ “ <i>I prefer to be more directive and tell teachers what to do.</i></p>	<p>This skill (confidence, advice-giving) will be an asset to you during different phases of consultation (e.g., goal setting and action planning). However, premature or uninvited advice-giving can undermine motivation and rapport building.</p>
<p>“ “ <i>I ask too many questions.</i></p>	<p>Great insight! Try setting goals related to other aspects of listening skills by increasing your use of affirmations, reflective statements, or summaries.</p>