

Conducting an Interview

On Interview Day

- Call to confirm the appointment (the day before).
- Arrive 15 minutes early to mentally prepare.
- Test your recording device before you leave the house.
- Bring extra batteries.
- Bring a notebook and pens.

Demeanor

- Be Polite.
 - Greet the subject.
 - Shake hands firmly.
- Be Gracious.
 - Thank the subject for his/her time and effort at the beginning and end.
- Be Professional.
 - Speak clearly.
 - Use formal English.
 - Make eye contact.
 - Ask if recording the interview is okay.

Interactions

- Be responsive.
 - Nod.
 - Smile.
 - Relate to the subject's answers.
- Be flexible.
 - Follow the flow of the interview like a conversation.
 - Ask follow-up questions that you hadn't planned out.
- Take notes.

Avoid

- Talking too much (keep the focus on your subject)
- A negative or bored tone (attitude is contagious)
- Acting like you are just doing an assignment
- Fidgeting (it signals boredom and impatience)