

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 are the advantages of a face-to-face interview?

3. What are the pros and cons of interviews by email or text?

Pros:

Cons:

4. What are the best uses of text, email or social media for interviewing?

a)

b)

5. What should you do before interviewing someone?

a)

b)

6. What can you learn from background research?

7. What resources should you use for research?

8. What is an open-ended question, and why is it better to ask?

9. What tips should you follow when interviewing?

a)

b)

c)

10. What kinds of questions are good to create comfort at the beginning of an interview?

11. What should you do before you head out to conduct an interview?

a)

b)

c)

12. What question should you always ask first?

13. What question should you always ask last?

14. How will you go about fact-checking?

15. What parts of an interview should you transcribe?