

# HOW DO I CONDUCT AN EFFECTIVE INTERVIEW



Conducting effective interviews is crucial for gathering accurate and valuable information from your interviewees. Whether you're conducting a job interview, a research interview, or any other type of interview, the following tips can help you interview effectively:

## **Preparation is Key:**

Research the interviewee's background, experience, and relevant information beforehand. Understand the purpose of the interview and what specific information you are seeking. Prepare a list of questions and topics to cover during the interview and know what you consider is a good answer to the question, taking notes on the answer given.

## **Create a Comfortable Environment:**

Choose a quiet and comfortable location for the interview.

Make sure the interviewee feels at ease by offering refreshments and being polite and welcoming.

## **Build Rapport:**

Begin with some casual conversation to build rapport and help the interviewee feel more relaxed. Establish a friendly and professional tone to encourage open communication.

## **Active Listening:**

Listen attentively to what the interviewee is saying, without interrupting or assuming their responses. Show that you're engaged by nodding, maintaining eye contact, and using verbal cues like "I see," or "Tell me more."

**Ask Open-Ended Questions:**

Use open-ended questions that encourage the interviewee to provide detailed and thoughtful responses.

Avoid questions that can be answered with a simple "yes" or "no."

**Probing and Follow-Up Questions:**

If an answer is vague or lacks detail, ask probing questions to elicit more information.

Use follow-up questions to explore interesting points and dig deeper into relevant topics.

**Stay Neutral and Non-Judgmental:**

Avoid expressing personal opinions or passing judgment on the interviewee's responses.

Maintain a neutral stance to encourage them to share their honest thoughts.

**Use Reflective Listening:**

Repeat or paraphrase the interviewee's responses to show that you understand and are actively engaged in the conversation.

**Give the Interviewee Time to Think:**

Allow pauses for the interviewee to gather their thoughts and provide thorough responses.

Silence can be a powerful tool to encourage the interviewee to elaborate further.

**Stay Flexible:**

Be prepared to deviate from your prepared list of questions if the conversation naturally leads to new and relevant topics.

Adapt your approach based on the interviewee's communication style and preferences.

**Summarise and Clarify:**

Periodically summarize key points of the interview to ensure understanding and accuracy.

Ask if the interviewee has anything to add or if they would like to clarify any points.

**End on a Positive Note:**

Thank the interviewee for their time and contributions.

Let them know about any next steps or follow-up actions if applicable.

**and finally don't forget...**

We are here for you to answer any questions or concerns you have and to provide any help...

**Good Luck!**

**The Team at Lucy Walker Recruitment**