

STEP 1: PROBLEM FINDING

ACTIVITY 4: THE INTERVIEW

INTERVIEWING IS A SKILL YOU CAN LEARN!

CHECKLIST

BEFORE

- Select a variety of people to interview.
- Ask for an appropriate time and set an appointment
- Practice your greeting, questions, and thanks.
- Plan for personal grooming—be neat and clean.
- Prepare materials: interview sheet, pencil, clipboard.

DURING

- Share the purpose of the interview.
- Be courteous at all times and show a good attitude.
- Speak clearly and listen respectfully.
- Use good eye contact and remain interested.
- Stay focused on the interview.

AFTER

- Be sure to say “thanks!”

INTERVIEW FORM

Name _____ Relationship _____

Please look over the categories below and choose an area of your life you might like to improve. Circle that category.

- | | | | | |
|---------------|----------|------------|----------|----------------|
| clothing | grooming | home | routines | transportation |
| clubs | health | leisure | safety | work |
| disabilities | hobbies | pets | school | other |
| entertainment | holidays | recreation | sports | |

What are the problems that you have in that area?

Ideally, what do you want to see happen?

What have you tried?

Signature of person interviewed _____