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What are some of the most important skills for interviewers to know?



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-  Try to pick a **time/space** for the virtual or in person interview where the interviewee will be **comfortable**.
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-  Before you start the actual interview make sure that young adults understand the **purpose** of the interview, and **how their information will be used**.
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-  Talk about how COVID has influenced the lives of young adults And identify any types of help they need.
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-  Be a **good listener** – someone who is interested in what they are being told, and make space for young adults to lead the conversation.
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-  Convey how you are **open to learning**, and are sincerely interested.
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-  Don't be worried if there are **silences**. Young adults need time to gather their thoughts and know that you **are fine** with them taking their time to consider what they are saying.
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-  When you are interviewing sometimes it is helpful to ask questions such as 'who', 'what', 'where' and 'when' to **clarify the time and place that things happen and who was involved**.
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-  Remember that young adults are describing their **perceptions** – which **are their realities**.
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-  Remember to have fun during the interview and to be flexible and **talk about whatever** (employment, housing, health care, shelter- at- home policies, hunger, etc.) young adults want to talk about.
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-  To **explore topics further** and **get an interviewee** to **expand** on a topic you could say things such as, "Can you tell me more about this? Was this what you expected?"
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-  When young adults are talking don't interrupt them, and **respect their opinions**, even if they are totally different from yours.
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-  Always **try to clarify points** if you are uncertain or want to know more.
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-  Try **not to ask questions which are "leading" questions** because they suggest an answer to the question. For example, by starting a question by saying things like, "Don't you agree that" or "Don't you think that" or "Wouldn't you say that" you are biasing the interviewee. Do not assume answers.
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-  **Keep your data in a safe place.**
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-  Take time to identify and **recognize young adult successes, strengths and assets** when helping them plan and implement education and career plans.
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-  At the end of an interview ask young adults if they have any **questions**, or have **anything else** they would like **to say**.
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