

G. Latzke: HOW TO LEAD AN INTERVIEW:

A.: How to find a good interview partner:

A good interview has to be prepared well. The two main questions at the beginning are:

1. What in fact is the research question?
2. Who could provide a proper input?

The sample/people that can be interviewed come from different positions:

- *Inner Circle*: all those people that are in direct and practical contact with the gifted student/student in need (fellow students, teachers; head;?parents?; special trainers/teachers; social workers; ...)
- *Outer Circle*: all those that are responsible on a “political” level (representatives of institutions; school inspectors; university teachers; social support representatives; local politicians; ...)

Who within your school community can/should be interviewed? The better the research question is formulated, the easier it is to select interview partners.

Task:

- ♣ Formulate the research question
- ♣ Draw an inner circle and around an outer circle. Write possible interview partners (close to the student) in the inner circle and all those that are responsible on a “political” level in the outer circle. That could be done with just brainstorming.
- ♣ When you have done that, mark those two or three (not more) that seem most appropriate for the research question AND who are willing (according to your opinion) to go in for an interview.

- ♣ Have you finally decided for the interview partner, deal with the **question of access**:
 - send an e-mail
 - ring the person up
 - ask directly

You must be clear WHO, WHY, WHERE, WHEN, HOW LONG and HOW to interview.

- ♣ The interview partner should understand that he/she is important to help solving the research question.
- ♣ He/She should be informed about the project.
- ♣ The partner should have the right to choose the location of the interview. (but you should have a suggestion)
- ♣ Inform him/her about the length of the interview

THE FIVE GOLDEN RULES HOW TO LEAD AN INTERVIEW:

Quoting: Hermanns (2000)

- ♣ 1. Explain the **Setting** to your interview partner. Brief him/her what the subject matter is and how the rules are. Explain what will be done with the information and who stands behind the project. Tell him/her who will lead the interview, where the interview will take place and how long it will last
- ♣ 2. Establish a good **climate**. Appear relaxed and emanate that feeling. Try to understand the interviewee's message. He communicates more than pure information. Observe the non-verbal aspects of the communication as well
- ♣ 3. Find **space** for your vis à vis. The interviewed person is in the focus with all his/her positions, opinions, experiences and interpretations. Also unpleasant things may be expressed.
- ♣ 4. Support the **developing of the interview**. Ask short and understandable questions, and questions that are close to life of the interviewee. He/She should be animated to talk. Ask "open" questions. (instead of: „Have you had unpleasant experiences with XY?“ you should ask „Which experiences have you made with XY?“)
- ♣ 5. Be **naive and emphatic**. The aim is to understand the visa vis with the help of naïve and repetitive questions. You may even ask for self-evident facts

