# Appendix 7: Interview Skills Checklist for Students

Student interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Performance criteria | Excellent | Very Good | Good | Poor | Very poor | Not observed |
|  | Introduce self and others conducting the interview |  |  |  |  |  |  |
|  | Explain the purpose of the interview |  |  |  |  |  |  |
|  | Open-ended questions for information gathering without bias |  |  |  |  |  |  |
|  | Body language shows willingness to listen to & receive information |  |  |  |  |  |  |
|  | Being client-centred |  |  |  |  |  |  |
|  | Paraphrase information to clarify & ensure understanding of what the interviewee said |  |  |  |  |  |  |
|  | Keep notes without drawing much attention to them |  |  |  |  |  |  |
|  | Maintain a professional approach through interview |  |  |  |  |  |  |
|  | Acknowledge client feelings |  |  |  |  |  |  |
|  | Focus on what client believes to be important to successful outcome |  |  |  |  |  |  |

**Comments:**

What are your perceptions of the client?

Who is leading the interview, client or interviewer?

What are your perceptions regarding the rapport between interviewer and client?

How forthcoming and engaged did you think the client was?

Other comments?