

## INTERVIEWING TECHNIQUES AND GUIDELINES

Read each interview guideline in bold, then read the examples from the interview with LeBron James. Complete each table with examples of each guideline and notes from the two interview clips you watched.

**Decide in advance what you want to know.**

Interview	Main Idea Questions (What the Interviewer Wanted to Know)	Notes
<b>LeBron James,</b> <b>"The Decision"</b>	"The answer to the question everybody wants to know: LeBron, what's your decision?" "Why?" "What was the major factor, the major reason, in your decision?"	The interviewer's questions centered on the eventual reveal of which team James chose. The interviewer wanted to know what the process was like, how he came to his decision, and how he felt moving forward.

**Ask open-ended questions and follow-up questions to get genuine, detailed responses.**

Phrase most of your questions to be open-ended. If your question is phrased in a way that offers or suggests a certain answer, it might affect your interviewee’s response. These types of questions are called “leading questions,” and should be avoided. Follow up your questions with additional questions.

Interview	Examples of Open-Ended Questions	Notes
<b>LeBron James, “The Decision”</b>	“What have you thought about this process?” “What did you expect from this process?”	The interviewer didn’t ask, “Did you expect this process to be fun?” or “Are you feeling happy the process is over?” because those are closed-ended questions. Instead, their questions were open-ended and didn’t encourage James to answer in a specific way.

**Consider using these helpful follow-up questions for:**

**Extending an answer:** “How did you start \_\_\_\_\_?” “What happened next?”

**Filling in detail:** “Could you walk me through it?” “Tell me more about that.”

**Thoughts and feelings:** “What did you see/hear/think/feel when that happened?” “What were your feelings or thoughts when \_\_\_\_\_ said that?”

Interview	Examples of Helpful Questions	Notes
<p><b>LeBron James, “The Decision”</b></p>	<p>“You weren’t able to be recruited because you went straight to the NBA from high school, so have you enjoyed this recruiting process now?” “Who in this process, LeBron, have you taken advice from and who has had the biggest influence?”</p>	<p>The interviewer’s questions extend one of James’s earlier answers and identify other actors in his decision-making process.</p>

*Adapted from: Mountford, R. (n.d.). Roxanne Mountford workshop on interviewing [Conference presentation].*