

Interview Skills for Geography Students

1) Before the interview

a) Reflect and Research:

- How will an interview help your investigation?
- Who will you interview?
- Have you researched the interview topic/organisation?



b) Prepare your questions:

- What exactly do you want to find out?
- What questions will you ask to get the most information from the person(s) you are interviewing?
- Have you written down your questions and practiced them with someone e.g. teacher/family member?



c) Prepare the logistics of the interview:

- Contact the person(s) you wish to interview; politely explain who you are, what you are researching, request an interview and ask permission if you wish to record the interview.
- Consider the best way to interview e.g. face-to-face, online meeting e.g. Zoom (if online, make sure your device is charged and you can arrange somewhere quiet and tidy!).
- Confirm arrangements with the person(s) you are interviewing.
- Prepare everything you will need for the interview e.g. pen and paper/mobile device.



2) During the interview

- Be ready to begin the interview on time.
- Dress well, sit straight in your chair, keep eye contact and be polite.
- If permission has been given to record the interview, remind the person(s) before the interview starts. If taking notes, write the main points only.
- Use active listening skills. Listen carefully to the answers as they could lead to a question you hadn't prepared or they could answer a question they had yet to ask, so don't ask the same question twice!
- Don't be afraid to ask for an explanation if you don't understand something that is being said.
- Let the interview take a natural course. You don't have to ask questions in the order they are written.



3) After the interview

- While details from the interview are still fresh in your mind, write further notes; expand your knowledge by researching anything new you learned and reference your sources.
- Highlight quotations from the person(s) you interviewed that you think will be good for your research.
- Decide if you need to ask any follow up questions.
- Write up your research and bring the facts of your research together to help you draw conclusions.

