



# TIPS FOR EFFECTIVE INTERVIEWS

Transcript: 4 Tips for an Effective Interview

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**TRANSCRIPT:**  
**4 TIPS FOR AN  
EFFECTIVE INTERVIEW  
VIDEO**

Karen & Teacher



**Teacher:** You must be my 2 o'clock. How may I help you?

**Karen:** I'm here for the interview, I mean, how to conduct an interview.

**Teacher:** Great. I've broken it down into four important tips. Grab a pen and sit down while I will start with the first one. Effective interview questions touch on big important subjects. Now, let's watch this film to get an example.

**Interviewer:** What's the biggest challenge you've faced throughout high school?

**Interviewee:** I was bullied, both in school and online. It got so bad last year that I actually stopped going to school.

**Teacher:** See how the student shared something about an experience that impacted her? When you get someone to talk about something important to them, you might be able to help someone else who has the same issue. OK?

**Karen:** Yes, sir.

**Teacher:** Tip number two, open-ended questions. Keep the conversation going because they require more than a yes or no answer.

**Interviewer:** Have you grown as a person throughout high school?

**Interviewee:** Yes.



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**Teacher:** That was a closed-ended question. A question that can only be answered by a yes or no, and all the interviewer got as an answer was a simple yes. That was it. Now, let's see an open-ended question.

**Interviewer:** Have you grown as a person throughout high school based off of something that happened to you?

**Interviewee:** One time, I was working late and I came home so exhausted. I fell asleep before I could finish my history project. Usually the past, I would have just taken a zero, but I'm ...

**Teacher:** See what I mean? An open-ended question provides a more detailed answer. That's the goal here. Now, let's move on to the third. After the person being interviewed answers, try to use a follow up question. It makes it easier for that person being interviewed to continue the conversation on the subject. Now let's look at an example of a follow-up question.

**Interviewer:** Describe how you felt on your first day of being a high school freshman.

**Interviewee:** Honestly, I didn't know how to feel. I was very nervous.

**Interviewer:** What were you so nervous about?

**Interviewee:** I was definitely nervous about fitting in, and meeting people because it's a new school, and I didn't know anybody. I was also nervous...

**Teacher:** You see. You always get more depth in a subject. We key in on what the interviewee says. Now let's move on to our final tip. Effective questions prove that the interviewer cares for and listens to the interviewee. Our last example.

**Interviewer:** What are your plans for after high school?

**Interviewee:** I want to go to college in state because I know it's more affordable. I'm not sure what school yet, but I know that...

**Teacher:** You see what he's doing here. He's facing the interviewee, making eye contact, listening, nodding, letting them speak, but most important – no phone, no TV. He's eliminated all distractions so they can stay focused.



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**Karen:** Wow. That was good.

**Teacher:** You better believe it. You know what?

**Karen:** What?

**Teacher:** I can see that you are going to be one great interviewer.

**Karen:** Really?

**Teacher:** Of course, you stick to those four tips I gave you, and you are good to go. Now, get out in the world. Do some interviews and treat the people you interview like you care about what they're saying. Ask questions of topics of importance, and be curious, and have an open heart.

**Karen:** Yes, sir.