

Student Roles for Group Interview

Meet and Greet

Responsibilities:

- Greet interviewee at the office, bring them to the classroom, make sure they are comfortable.
- Show them where they will sit, introduce them to group members.
- Be familiar with consent form. Show them the consent form before the interview and have them sign it when the interview is over.
- Keep track of time during the interview – 45 minutes max.
- Help monitor the room for unwanted noise.

Interviewers

Responsibilities:

- Before the interview, the group will decide on 5 questions for each interviewer to ask. The interviewers should decide on an order in which they want to ask the questions. During the interview, the 2 interviewers will take turns asking the questions. Try not to interrupt or talk while the interviewee is talking.

Note-takers/Follow-up Interviewers

Responsibilities:

- Set up chairs in a circle before interviewee arrives.
- Take notes during the interview. Write down some follow-up questions based on what the interviewee said during the interview.
- In the last 15 minutes of the interview, ask the follow up questions.

Photographer

Responsibilities:

- Before you start, ask the interviewee if they mind being photographed.
- Take one or two portrait photos of the interviewee.
- During the interview, take photos of the whole process. Try to get photos of all of the group members without interrupting.

Recorder/technology

Responsibilities:

- Before the interview, make a sign to put on the door that says: "Interview in progress, please be quiet". Place sign on door when interviewer gets seated.
- Try to prepare the room to be as quiet as possible
- Hold the recorder about 8 inches from the interviewee's mouth. Try to keep your hand very still on the recorder.
- Make sure the recorder is recording. Wear headphones and check that the red light is on.
- If you have any problems with the recorder, ask the teacher.
- Listen for unwanted noises in the room.

Everyone: Listen closely to the interviewee! (And try to be quiet)