

Interviews and Focus Group Discussions

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Interviews

Description

A formal consultation usually to evaluate qualifications (1)

A meeting at which information is obtained from a person (1)

Conducting One

1. Job Interview (2)
 1. Review the job description
 2. Review the candidate's work history
 3. Schedule it out
 4. Prepare key interview questions
 5. Meet in a comfortable setting
2. Informational Interview (3)
 1. Research Career Fields
 2. Identify People to Interview
 3. Prepare for interview
 - Prepare a brief introduction to send
 - Prepare a list of **Open-Ended** Questions depending on the field
 4. Initiate Contact
 5. Conduct the interview
 6. Follow-up

Focus Discussion Group

Description

A focus group discussion involves gathering people from similar backgrounds or experiences together to discuss a specific topic of interest. (4)

It is a form of qualitative research where questions are asked about their perceptions attitudes, beliefs, opinion or ideas. (4) ## Conducting One (5) 1. Find a good leader (facilitator) 2. Find a recorder 3. Decide who should be invited 4. Decide about incentives 5. Decide on the meeting particulars 6. Prepare your questions 7. Recruit your members 8. Double-check the meeting particulars (vv important) 9. Conduct the meeting 10. Reflect on the meeting

Sources:

- (1) <https://www.merriam-webster.com/dictionary/interview>
- (2) <https://www.roberthalf.com/blog/evaluating-job-candidates/how-to-conduct-a-job-interview>
- (3) <https://career.berkeley.edu/Info/InfoInterview>
- (4) https://www.herd.org.np/uploads/frontend/Publications/PublicationsAttachments1/1485497050-Focus%20Group%20Discussion_0.pdf
- (5) <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/conduct-focus-groups/main>