

## Interview Roles Quiz

Look at each of the roles below and try to decide whether it is primarily an interviewer's or interviewee's role. Jot down any ideas you might have about why you have chosen your answer.

Role	Interviewer	Interviewee	Comments
1. Try to put interviewee at ease.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Think before you speak but don't appear uncommunicative.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Try to appear confident and at ease. Self consciousness can detract from your purpose.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Don't ramble on about irrelevancies.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Don't just answer Yes or No. Qualify points where appropriate, justify views, offer examples.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Consider whether open or closed questions are appropriate – use a fair number of open questions.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Keep a record of key points and your impressions.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Try to monitor your own performance and assess the impression you are giving.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Explain the purpose of the interview.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Pursue questions that have not been adequately answered.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Be helpful. If possible, guide the talk into interesting or favourable areas.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Do not dodge difficult questions entirely.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Be informative - don't answer in mono-syllables.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Give as balanced a picture as possible.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Don't be over-familiar or over-formal, smile as necessary (but don't over-do it).	<input type="checkbox"/>	<input type="checkbox"/>	

Responses:

1. Interviewer
2. Interviewee
3. Interviewee
4. Interviewee
5. Interviewee
6. Interviewer
7. Interviewer
8. Interviewee
9. Interviewer
10. Interviewer
11. Interviewee
12. Interviewee
13. Interviewee
14. Interviewee
15. Interviewee