

Essentials Conditions of a Good Interview

Good interview requires not only knowledge and skill rather knowledge and skill are likely to be ineffective unless certain preparations are made for interview and unless certain precautions are taken. Annette Gratte has mentioned four essential conditions of a good interview. They are as follows:

1) *Physical setting:*

Creation of the favorable environment condition is an essential condition of the interview. Such an environment should be created where the client will feel happy and free. The interviewing setting should be made free from any other interference so that the interviewing session is not interrupted. The physical setting of the interview should ensure some degree of privacy to the client. Otherwise, it will be a difficult job to secure detail information from the client. Site for interview should be selected according to the convenience of the client as far as possible.

2) *Recording*

Since human memory has limitations, it is practically impossible for the interviewer to memorize the entire conversation of the client and recollect it when necessary. This makes recording an essential condition of interview. But the question is how for recording during the interviewing session is wise? There are certain things for example, name, dates, age, place of residence and employment etc. which may be recorded when the conversation goes on. It is expected that no client will mind to allow interval for record of these things. But if the interviewer remains busy in recording throughout the whole session it may create suspicion in the mind of the client and he may think that he is not being properly listened to by the interviewer. This may have an adverse effect on the interview, because the suspicious mind of the client may lead him to conceal many things. In recording, the interviewer should take certain precautions so that the client does not feel disturbed. In writing down the interviewer may use certain symbolic words which will enable him, in future, to recollect the whole phase of conversation.

3) *Confidentiality*

Very often in the social case work processes interview is designed to collect information about the private life of the client. The purpose of the interview will be achieved and benefit will occur only when the client is assured that his private affairs expressed in the interview will not be disclosed outside. Thus maintaining confidentiality constitutes an essential condition of a good interview.

4) *Background knowledge*

Interview is undoubtedly a complicated task, in interview, the interviewer is expected to take out many things from the client which he does not reveal in usual circumstances. This demands possession of adequate knowledge and skill by the interviewer. The interviewer is also expected to be well equipped with agency's policy.