

Student Interview Criteria Guide: How to Approach Homeowners, Volunteers, and Staff for the Student Video Contest

Purpose: To ensure respectful, meaningful, and impactful interactions during the interviews for the Student Video Contest.

- **Respect for Time:**
 - Schedule interviews at times convenient for the interviewees.
 - Begin and end interviews on time.
 - Confirm appointments 24 hours in advance.
- **Respect for Privacy and Space:**
 - Obtain explicit permission to film in a home or private space. (this would apply to Habitat Homeowner interviews.)
 - Limit the interview crew to the minimum necessary.
 - Respect areas of the home or space that the interviewee does not wish to be filmed.
- **Designated Interview Locations:**
 - Conduct interviews with staff or volunteers at the Courtenay or Campbell River Habitat for Humanity ReStore.
 - Inform ReStore management of scheduled interviews
- **Sensitivity and Respect for Personal Stories:**
 - Approach sensitive topics with care and respect.
 - Allow interviewees to skip questions they are uncomfortable answering.
 - Ensure that personal stories are shared in a way that maintains the dignity and privacy of the interviewee.
- **Preparation and Professionalism:**
 - Prepare a list of thoughtful, relevant questions in advance.
 - Dress appropriately and maintain a professional demeanor throughout the interview.
 - Ensure all equipment is functioning correctly and set up before the interview starts..
- **Clear Communication:**

- Communicate the duration of the interview and the types of questions that will be asked.
- Inform interviewees that they can request to stop the interview at any time.
- **Gratitude and Follow-Up:**
 - Thank the interviewees for their time and participation.
 - Follow up with a thank-you note or email after the interview.
- **Confidentiality:**
 - Respect any requests for anonymity or confidentiality.
 - Ensure that any sensitive information shared during the interview is handled with care.
- **Inclusivity and Sensitivity:**
 - Be mindful of cultural, linguistic, and individual differences.
 - Ensure the interview environment is inclusive and welcoming.
 - Use language that is respectful and considerate of the interviewee's background and experiences.
- **Feedback and Improvement:**
 - Ask for feedback from interviewees on their experience.
 - Use feedback to improve future interviews and processes.

Following these criteria will help to create a positive and respectful experience for all participants involved in the Student Video Contest.