

# Totally outRIGHT Intake Interview Guide

*Version: March 20, 2014*

## **Goals of Interview:**

1. Identify and address any barriers that may affect the candidate's ability to participate in the program (e.g., availability, transportation requirements, accessibility needs).
2. Get a sense of the candidate's experiences and preferred learning styles to tailor Totally outRIGHT curriculum effectively.
3. Identify recruitment successes and opportunities for improvement.

**Candidate Name:** \_\_\_\_\_

**Candidate Age:** \_\_\_\_\_

**Interviewer Name:** \_\_\_\_\_

**Interview Date:** \_\_\_\_\_

**A. Acknowledge that the candidate is entitled to privacy. Note/ask if they are in a safe space to talk to or using a line that no one can intrude on. Confirm that they can decline to answer any questions we pose. Acknowledge that all information will be kept confidential.**

**B. Confirm the following information from the candidate's intake form:**

- **Candidate Age**
- **Availability**
- **T-Shirt Size**
- **Has the candidate been recently diagnosed with HIV ? (Note: Reassure them about confidentiality and the availability of counselling and support if they are upset by something they hear during the program.)**
- **Accessibility Concerns**
- **Food Allergies or Dietary Restrictions**
- **Language Barriers**

**C. Address any additional eligibility ‘flags’ that have been highlighted in the candidate’s intake form.**

**D. Ask the following questions on learning experiences and outreach:**

**Learning Experiences**

**1. Have ever been involved in any leadership program(s) before?**

☐ Yes

☐ No

☐ Prefer not to answer

(If “Yes,” please tell us more about the program(s).)

**2. How do you learn best? Do you learn by reading or seeing things, like pictures? Do you listen and learn? Do you like to learn through interactive activities?**

(Please indicate below.)

**3. Can you sit and listen to someone give a lecture or talk on a panel for 30 to 45 minutes at a time without a break?**

☐ Yes                      ☐ No                      ☐ Sometimes

(If “Yes,” tell us more about where you’ve done this before.)

**4. Have you done any public speaking before?**

☐ Yes                      ☐ No                      ☐ Sometimes

(If “Yes,” please tell us more about your experience(s) with public speaking.)

**5. Can you work with a team?**

☐ Yes                      ☐ No                      ☐ Sometimes

(If “Yes,” please describe in what context you did this and how often you did this.)

**6. Can you work independently to prepare a project?**

☐ Yes                      ☐ No                      ☐ Some times

(If “Yes,” please describe in what context you did this and how often you did this.)

**7. What has been one of the best experiences you have had with learning something new?** (Please describe what this experience was like for you.)

### **Outreach Follow-up Questions**

**C. Confirm the information that the candidate gave about how they found out about Totally outRIGHT by asking *“How did you hear about us?”***

**8. If you have used ACT’s website before registering for Totally outRIGHT, how often did you visit it? (Please indicate how often below.)**

**9. Where do you frequently find out about community events from? (Please indicate below.)**

**10. What websites or mobile applications do you regularly use? (This is to help us figure out where we should promote the program in the future.) (Please indicate below.)**

***Have you remembered to give the candidate an “Emergency Contact Information Form” to fill out? Indicate on the participant database how and when you did this.***