

# Interviews



# Interview Checklist

Check to make sure ALL information on the Child and Guardian is showing as current and accurate

**It is critical to have these 4 questions entered and updated as needed in order for data to pull correctly into the reports**



Valarie Vanderberg

Child Details

EDIT CHILD

Status: Active  
Added: May 07, 2022  
Center: Delg Test Babies  
Current Teacher/Home Visitor: Lucricia Delgado  
Current Program Type: Early Head Start  
Service Type: Home-based

Sex: Female  
Age: 3  
Race: White  
Hispanic/Latino: Yes  
Native Language: English  
Total Time Enrolled: 4 months

Was Head Start? No  
Was Early Head Start? No  
Has Disability? Yes  
In Last Year of Program? No

Veronica Venderberg

Guardian Details

EDIT GUARDIAN

Status: Active  
Added: May 07, 2022  
Center(s): Delg Test Babies

Sex: Female  
Age: 4  
Race: White  
Hispanic/Latino: Yes  
Total Time Enrolled: 1 year 4 months  
Employment: Employed full time  
Native Language: English  
Highest Education:

Children CREATE CHILD

- Valarie Vanderberg

# Preparing for the Interview

Print out a template questionnaire or the actual interview pertaining to the child to use at the interview.

Print out the Response Scale ([English](#)) ([Spanish](#))

Make sure any needed electronic devices (smart phone, recorders, laptops, etc) are fully charged and ready to go.

Bring your smile.



## Interview Tips:

- Be friendly, make eye-contact, treat it as a conversation
- It's okay to ask follow-ups
- Silence can be your friend, give them a chance to ask a question or expand on a response
- Thank guardians when you're done

## Entering and completing the Interview

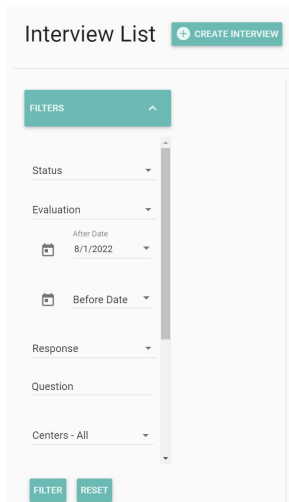
You can begin the interview in Parent Gauge prior to the actual interview if needed. It's important to make sure to pull the accurate type (Initial, Mid Term, Post Term)

Be sure to double check all work and confirm that no questions were accidentally left unanswered.

***Important!: Once an interview has begun, changing information on the child details or amending the type of interview will NOT change the structured interview questions. If a change is needed, delete the current interview, make the needed changes and start again.***

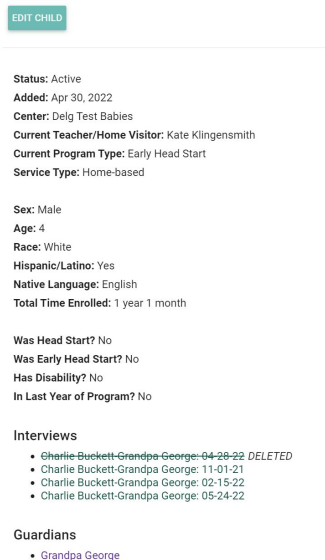
# Finding your Interviews

When looking for a specific interview, there are two ways to search:



The screenshot shows the 'Interview List' interface. At the top, there is a 'CREATE INTERVIEW' button. Below it is a 'FILTERS' section with a list of filterable fields: Status, Evaluation, After Date (with a calendar icon and '8/1/2022'), Before Date (with a calendar icon), Response, Question, and Centers - All. At the bottom of the filters are 'FILTER' and 'RESET' buttons.

You can use the filters directly from the Interview list



The screenshot shows the 'EDIT CHILD' page for a child. It lists various details: Status: Active, Added: Apr 30, 2022, Center: Delg Test Babies, Current Teacher/Home Visitor: Kate Klingensmith, Current Program Type: Early Head Start, Service Type: Home-based, Sex: Male, Age: 4, Race: White, Hispanic/Latino: Yes, Native Language: English, Total Time Enrolled: 1 year 1 month. Below this, it lists 'Was Head Start? No', 'Was Early Head Start? No', 'Has Disability? No', and 'In Last Year of Program? No'. The 'Interviews' section shows a list of interviews: Charlie Buckett-Grandpa George: 04-28-22 DELETED, Charlie Buckett-Grandpa George: 11-01-21, Charlie Buckett-Grandpa George: 02-15-22, and Charlie Buckett-Grandpa George: 05-24-22. The 'Guardians' section shows Grandpa George.

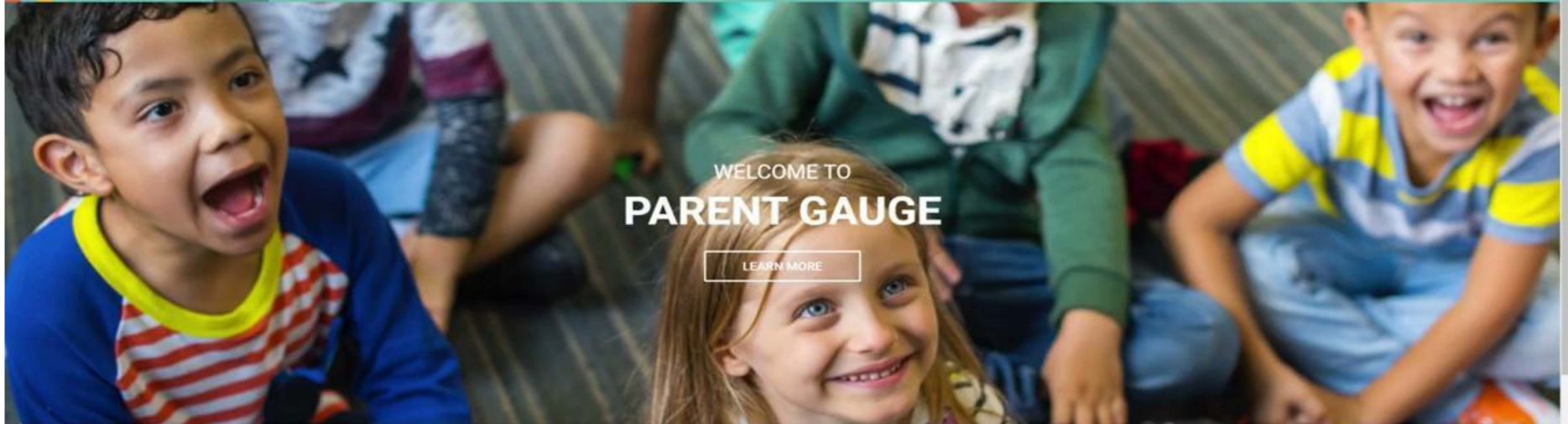
You can pull directly from the Child's Detail Page

Watch the upcoming video for instructions

## Post-Interview Tips:

- Ask yourself three questions:
  - What did I learn about the family from this interview?
  - What specific actions do I need to take as a result?
  - Who else do I need to connect with (to share information or prompt to take action) as a result of this interview?
- Record any relevant open-ended notes

Watch the upcoming video for instructions



[CLICK HERE](#)



MANAGE ROSTERS



CONDUCT INTERVIEWS



EVALUATE PROGRESS



## Need Help?

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We'd be glad to assist!

On the Home Page, click Contact.

A support form will pull for you to fill out. Please fill out as much detailed information as possible. We will contact you either with an answer, or for further questions ASAP.

Our goal is to make sure you have the best customer service possible. Parent Gauge was made and designed specifically for you to support the wonderful work you do.