



KANSAS 4-H INTERNATIONAL EXCHANGE PROGRAMS HOST FAMILY IN-HOME INTERVIEW GUIDELINES

(Please read through the Interview Report first so that the interviewer can answer all the questions correctly.)

Fill out the In-Home Interview Report completely and keep it on file for future reference.

One of the most important aspects of the management of the Kansas 4-H International Exchange Program is the selection of host families who will share their way of living with program participants. The selection of safe and appropriate host families is vitally important to the program. It is the responsibility of the host family coordinator to personally visit the host family home and to interview all members of the family. The host family is selected to participate based on the assessment and recommendation of the host family coordinator.

Two basic questions need to be answered when selecting host families:

- A) Would I personally feel comfortable sending my teenage son or daughter to live with this family?
- B) Given all the information I've gathered, is it my best judgment that an international exchange student would have a safe and enjoyable experience with this family?

1. PREPARING AND PLANNING THE INTERVIEW

The State Coordinator or Extension Agent should examine the Host Family Application Form and Host Family References, plan and organize questions pertinent to the areas to be covered in the interview. See below for suggested questions that have been developed. Ensure that the interview will be held in an optimal environment, as free from interruption as possible. An on-site visit to the family home *must* be part of the selection procedure. Carefully review the Host Family Application form to learn about the family.

These guidelines are intended to help you prepare for the interview. You should develop your own questions from the example provided. It is best to conduct the interview without a formal list of questions, as the conversation should be free flowing and spontaneous. Experience indicates that an interview with one family will last 1- 1.5 hours.

2. SUGGESTED HOST FAMILY QUESTIONS/OUTLINE

You will want to develop your own set of questions; these are simply ideas for you to build your guide.

If the family has hosted before:

I see from your application form that you HAVE hosted an exchange student before. How many times have you hosted? _____

When was the last time that you hosted? _____

What did you (as parent/s, as sibling/s) most enjoy about hosting? _____

What was the nationality of your delegate? _____

Have you ever met anyone of that nationality before? Yes No

Did you study anything about your delegate's country before s/he arrived?

Yes No

If so, how? _____

What were the things that surprised you most? _____

What did you find most surprising in his/her expectations? _____

What were the things that most surprised your exchangee? _____

What were the most difficult problems of adjustment that our delegate had? _____

What were the most difficult problems of adjustment that members of your family had?

If there were any difficulties for your family or for your exchangee, when did they occur?
 near the beginning in the middle at the end of the stay?

How did you explain or understand this? _____

Did you find that you were all able to treat your delegate as a member of the family?
 Yes No If "NO", please explain: _____

Was your delegate of a different religious faith from that of your family?
 Yes No

If so, did you ever attend a religious service with him/her? Yes No

Did he/she attend religious services with you? Yes No

Do you know whether this created any discomfort for your exchangee? Yes No

How did you feel? _____

If the family has not hosted before:

I see that you have NOT hosted a delegate before.

How did you become interested in international hosting? _____

Do you know any other family that has hosted? Yes No

Have you met any delegates who were visiting in your neighborhood or town? Yes No

Has any member of your family been abroad? Yes No

If not, has any member of the family traveled in other parts of Canada? Yes No

When and where? _____ Holiday or work? _____

Did you/they find it enjoyable? Yes No

What do you remember most clearly about this experience? _____

Would you like to travel again? Yes No Why? _____

Do you feel that you were changed in any way by your travels? Yes No

Do you remember any stressful moments? Yes No

If you have not traveled abroad, perhaps you have met international visitors? Yes No

Where did she/he/they come from? _____

Have you ever studied a foreign language? Yes No If yes, which one? _____

Have you seen pictures of or studied that country? Yes No

What do you know of their customs, history? _____

Do you have an interest in receiving a visitor from a particular country? Yes No

If yes, why? _____

Do all members of your family look forward to receiving an international visitor? Yes No

Are some members of your family perhaps a little doubtful or apprehensive? Yes No

If yes, can you explain what these feelings are? _____

All families:

What are the general rules of the house? _____

Does anyone in your family have a firearm(s) in their possession? ____ Are the firearms registered? ____ Are the firearms kept in a locked case? ____ Is the locked case and key accessible to the youth in your home? ____

How are they enforced and what happens if a rule is broken/not observed? _____

How would you let your delegate know what you expect of her/him in the way of behavior and following family rules? _____

What would you do if your delegate did something that you did not care for, but had not explicitly forbidden because you had not thought of it as a possible problem? _____

How would you deal with a situation where your delegate wanted to do something that s/he maintained s/he was always allowed to do at home but that your children are not allowed to do, or that you felt uncomfortable about? _____

Similarly, how would you deal with the situation if your delegate suggested an activity to your children, maintaining that they "always did this at home," but you felt uncomfortable about it? _____

If parents(s) is/are working or away for most of the day, who is in charge when the parent(s) is/are out? _____

What is the family's normal eating schedule, if any? What types of foods are usually available for snacks or meals? _____

What are the arrangements if there should be an emergency? _____

Do all the young people in the family share in the family chores? Yes No

How would you deal with the situation if you have an delegate who never before had to help in the house, or thought helping in the house was demeaning, or that women should do all the work in the house? _____

What do you do together as a family? (games, outings, watching television, camping, etc.) _____

Do friends sometimes stay overnight? Yes No

To what do you think that your delegate will find it most difficult to adjust? _____

How are you planning to help him/her adjust? _____

How much time will you/your children be able to give to your visitor? _____

Have you planned how you are going to fit your delegate into the family routines?
 Yes No

Do you take part in any community activities? Yes No

Do you belong to any local organizations? PTA, church, business, civic, youth groups, etc.
 Yes No If yes, please list. _____

What is your image of the ideal teenager? _____

Have you ever met one? Yes No

What do you expect to find most rewarding about hosting an exchangee? _____

Will you be able to make time to participate in host family orientations? Yes No

Do you feel comfortable with the procedures that are established, are there any problems that seen to need special attention? Yes No

Occasionally, for a variety of reasons, a delegate is moved from the first host family. How would you feel if this happened in your case? _____

Closing: More lighthearted (though still important) questions--for example:

Do you have any pets? Yes No

Are they/is it friendly to visitors? Yes No

Are they/is it allowed in the house? Yes No

3. **OPENING THE INTERVIEW AND ESTABLISHING RAPPOR**

Opening the interview and establishing rapport means getting to know a bit about the family and letting them get to know you. The purpose of this part of the interview is to put everyone at ease. You may want to tell the family who you are and what your role is with the Kansas 4-H International Exchange Programs.

4. GETTING AND GIVING INFORMATION: AN INTERACTIVE PROCESS

When answering the family's questions, keep in mind the need to communicate appropriate and accurate information about the Kansas 4-H International Exchange Programs.

To elicit relevant information, you must use appropriate interviewing techniques. You should use probing or clarifying questions to clear up incomplete answers and possible problem areas, while maintaining an atmosphere of trust.

As part of the interview, please suggest to the family a typical problem situation, so that you will have an opportunity to evaluate their reaction.

Possible scenarios you might use include:

- A. What if your delegate stays out all night, without letting you know, and then returns the following day as if nothing special has happened?
- B. What if your delegate gives your 14-year old some beer?
- C. What if your delegate takes your car without permission?

5. CLOSING THE INTERVIEW

Please have the host family sign a written acknowledgement that they received an in-home interview.

Also, please tell the family what the next step will be in the selection process and ask them if they need more information about the program. Thank them for their time and interest.

6. ASSESSMENT AND DOCUMENTATION

The next step is to assess and document the interview information and transfer it to the Host Family Interview Report Form. The interviewer needs to identify characteristics of the prospective host family and assess them within the context of 4-H host family requirements. Based on the information gathered during the interview, the host family coordinator decides whether or not to recommend the family for selection as a Kansas 4-H International Exchange Programs host family. Any "red flags" should be thoroughly researched *before* selection.