



STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS HOST FAMILY IN-HOME INTERVIEW GUIDELINES ~SUMMER/SHORT-TERM PROGRAMS~

Use these guidelines and suggested questionnaire to help you fill out the Host Family In-Home Interview Report which must be completed and forwarded to your State Coordinator. (Keep your notes on file for future reference.)

1. PREPARE FOR THE INTERVIEW

- Consult with your State Coordinator regarding S4-H guidelines and the Host Family Selection process.
- Review the Host Family Application Form and Host Family Reference (if available), and plan questions for the interview. (See Appendix for suggested questions)
- Expect that an interview with one family will last 1 – 1.5 hours.
- Schedule the interview at a time when **ALL family members (and pets)** are available, and there will be as little interruption as possible.
- The interviewer must personally visit the host family home and inspect the common spaces and the delegate's bedroom/bathroom for safety and cleanliness
- Arrive early and take a look around the neighborhood to inspect safety.
- The goal of the interview is to help determine whether a family should be selected to host an international delegate. Use these questions to contextualize your answer:
 - 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 delegate would have a safe and enjoyable experience with this family?
- If the host family hasn't already filled out a Host Family Application, have them complete it while you are there.

2. REQUIRED INTERVIEW ELEMENTS

- Highlighted questions in the Appendix are required questions
- Go over basic program guidelines with the Host Family. Make sure they are aware of the following:
 - a. Delegates must have their own bed and be provided with 3 meals a day
 - b. Double placements of two youth who speak the same language are not permitted (whether or not the second youth is a participant in the S4-H program).
 - c. Host Families need to inform state coordinators of any changes in their family structure that occur after the application has been submitted.
- Note if any member of the family seems less than enthusiastic about hosting (this could be a warning sign!)
- Make sure the family understands that your visit does NOT guarantee a student. This simple statement will save the State Coordinator grief later should the family not qualify or for some reason does not end up with a student.
- At the end of the interview tell the family about the next steps in the selection process. Thank them for their time and interest.

3. TIPS FOR INTERVIEWS

- Make sure you are listening more than talking.
- Get to know the family and put them at ease by sharing about yourself and your role with States' 4-H.
- Take notes during the interview in a polite, unobtrusive manner.
- Keep the interview spontaneous, and aim to create a conversation rather than asking a set list of questions.
- Ask respectful questions and receive the answer without critical comment or judgment.

Appendix: SUGGESTED HOST FAMILY QUESTIONS/OUTLINE (Highlighted questions are required)

I. FAMILY RELATIONSHIPS/COMMUNICATION (SEC I & II)

1. How did you become interested in international hosting? _____
2. Do you have an interest in receiving a visitor from a particular country? Yes No
If yes, which country? _____ Why? _____
- 3. Are some members of your family perhaps a little doubtful or apprehensive? Yes No
If yes, can you explain what these feelings are?** _____
4. What are the general rules of the house? _____
 - 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? _____
5. 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? _____
6. What if the delegate was extremely homesick to the point of crying every day and not engaging in family conversations and activities? _____
- 7. If parent(s) is/are working or away for most of the day, who is in charge when the parent(s) is/are out?** _____
- 8. What are the arrangements if there should be an emergency?** _____
- 9. What is the family's normal eating schedule, if any?** _____
 - a. What types of foods are usually available for snacks or meals? _____
 - b. Are children expected to prepare their own snacks or lunches? _____
10. Do all the young people in the family share in the family chores? Yes No
 - a. 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? _____

III. MOTIVATION FOR HOSTING

11. What do you expect to find most rewarding about hosting an exchange delegate? _____
12. What do you think that your delegate will find it most difficult to adjust to? _____
 - How are you planning to help him/her adjust? _____
 - Have you planned how you are going to fit your delegate into the family routines? Yes No
13. What is your image of the ideal teenager? _____
 - Have you ever met one? Yes No
14. How much time will you/your children be able to give to your visitor? _____

IV. COMMUNITY INVOLVEMENT/AWARENESS

15. What do you do together as a family? (games, outings, watching television, camping, etc.) _____
 - Do you take part in any community activities? Yes No
 - Do you belong to any local organizations? PTA, church, business, civic, youth groups, etc.
 No Yes If yes, please list. _____
 - Do friends sometimes stay overnight? Yes No

V. CROSS-CULTURAL AWARENESS (SEC V & VI)

16. Has any member of your family been abroad? 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
17. Have you ever studied a foreign language? Yes No If yes, which one? _____
(See "Additional Questions for Repeat Host Families" if applicable)

VI. ORGANIZATION COMMITMENT

- 18. Will you be able to make time to participate in host family orientations? Yes No
- 19. Do you feel comfortable with the procedures that are established, are there any problems that seen to need special attention? Yes No
- 20. 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? _____

VIII. HOME ENVIRONMENT

21. 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
- If the delegate is uncomfortable with your pet, could the pet stay outside, be kept in certain rooms of the house, or be kept out of the room the delegate will be sleeping in? _____

22. Does anyone in your family have a firearm(s) in their possession? Yes No

If Yes:

- Are the firearms registered? Yes No
- Are the firearms kept in a locked case? Yes No
- Is the locked case and key accessible to the youth in your home? Yes No
(note: not all states require that firearms be registered. Japanese and Korean delegates come from countries in which firearms are illegal, so S4-H requires that all firearms be kept in a locked case or stored out of sight)

23. Do you have any concerns about your financial ability to provide a bed and 3 meals a day for the month long program? Yes No

if "yes" please explain: _____

ADDITIONAL QUESTIONS FOR REPEAT HOST FAMILIES

- 24. 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 were the things that surprised you most? _____
 - What were the things that most surprised your exchange delegate? _____
 - What did you find most surprising in his/her expectations? _____
- 24. What were the most difficult problems of adjustment that your delegate had? _____
- 25. What were the most difficult problems of adjustment that members of your family had?
 - Were there any difficulties for your family or for your exchange delegate? Yes No
 - If yes, when did they occur? near the beginning in the middle at the end of the stay?
How did you explain or understand this? _____
- 25. Did you find that you were all able to treat your delegate as a member of the family?
 Yes No If "NO", please explain: _____
- 26. 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 delegate? Yes No
 - How did you feel? _____