

**GUIDANCE AND COUNSELLING, 2ND YEAR, COURSE-11(D), UNIT -02,  
TECHNIQUES AND PROCEDURES OF GUIDANCE, -----BY RAJU KUMAR  
(LECTURE SERIES NO.- 12)**

**General Principles of Interview in Counselling Situation**

The following are the guidelines to make an interview successful:

- 1) Interview situation should offer a good listening by one who has greater experience and training.
- 2) The counselee should feel the need of interview and counselling.
- 3) The counsellor should have all relevant data about the client before he starts counselling.
- 4) A rapport should be established between the counsellor and the counselee. It is a sort of personal relationship of mutual trust and respect based on the feelings of confidence and security.
- 5) Interview should start with cordial and pleasant greetings and should not indicate that one has authority over the other.
- 6) Discussion should be restricted to issues at hand.
- 7) When the counselee expresses himself/herself, s/he should be accepted. The counsellor will gain nothing by antagonizing or embarrassing the counselee.
- 8) Interview should aim at helping the counselee gain insight into the problem and reach conclusions.
- 9) The counselee should be allowed to take the lead in making decisions.
- 10) The interview should end with a constructive note.

**Advantages of an Interview**

An interview is a non-standard technique used for studying the individual. Interview is commonly used in counselling. It is a technique without which no

counselling is possible. It is a valuable technique for obtaining information, giving information to a group, selecting a new employee and helping the individual in the solution of an adjustment problem.

The following are the advantages of interview as a technique of guidance and counselling:

- 1) It is a widely used technique in guidance because it has certain advantages which are not possessed by other techniques of guidance. For example, personal data can be more easily collected in much shorter time by using this technique.
- 2) It is very flexible. It is useful in almost all situations and with people having different backgrounds.
- 3) It serves a variety of purposes. You may determine your purpose and have an interview for that purpose.
- 4) It has a great therapeutic value. An interview establishes a face-to-face relationship between the interviewer and the interviewee. The direct relationship gives a great insight into the problem faced by the client.
- 5) Interview is helpful in diagnosing a problem. It is very helpful in revealing the causes of a problem faced by the client. Hence some psychologists regard interview a very useful technique for diagnoses and remediation.
- 6) The face-to-face contact gives very useful clues about the client's personality. The facial expressions, gestures, postures convey meaning and reveal feelings and attitudes indirectly.
- 7) Interview is useful to the client also because it enables him to think about the problem and about his 'self'. It is the most useful situation in which the client gets a better understanding of his 'self', his abilities, skills, interests and also of the world of work, its opening and their requirements.
- 8) Interview provides a choice to the client and the counsellor to exchange ideas and attitudes through conversation.