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?

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?

Was your delegate of a different religious faith from that of your family?

If so, did you ever attend a religious service with him/her?

Did he/she attend religious services with you?

Do you know whether this created any discomfort for your exchangee?

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?

Have you met any delegates who were visiting in your neighborhood or town?

Has any member of your family been abroad?

If not, has any member of the family traveled in other parts of Canada?

When and where? Holiday or work?

Did you/they find it enjoyable?

What do you remember most clearly about this experience?

Would you like to travel again?
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 RAPPORT
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.