

### **Interview Checklist**

- Introduce yourself, explain why you chose your interviewee (a little flattery always helps break the ice), and your overall goal in interviewing
- Provide an estimate of interview duration and ask if there is a hard cut off time
- Explain who will have access to the information obtained in the interview.
- Review and provide consent form for signature
- Ask if it's ok to record the interview
- Let your interviewee know they can break or stop at any time, and there are no wrong answers.
- Ask how they feel about everything and if there are any questions before beginning

### **Interview Best Practices/ Helpful Hints**

- Ask for show and tell or bring photographs/objects that can aid the conversation
- Come prepared with questions, but listen to your interviewee - engage their responses, and try to make the discussion conversational whenever possible
- Take Notes!
- If a response is abrupt or unclear, inquire: "Can you tell me more about that?"
- Show interest
- Gain context with questions like: 'How typical do you think that was?'